



Amalgamated Insurance Agency
Services, Inc.

1221 N. LaSalle Street, Chicago 10, Illinois - WHitehall 3-0024

ADMINISTRATIVE FILE
Amalgamated Insurance
Agency Services, Inc.
X

March 30, 1962

Dear Sir:

Effective April 9, 1962 we will occupy our new and larger offices at:

1221 NORTH LA SALLE STREET
CHICAGO 10, ILLINOIS

All correspondence, requests and claims formerly mailed to the 9 East Huron Street address should now be directed to our new address.

We trust that these new and larger quarters will enable us to render more rapid and efficient service.

Yours very truly

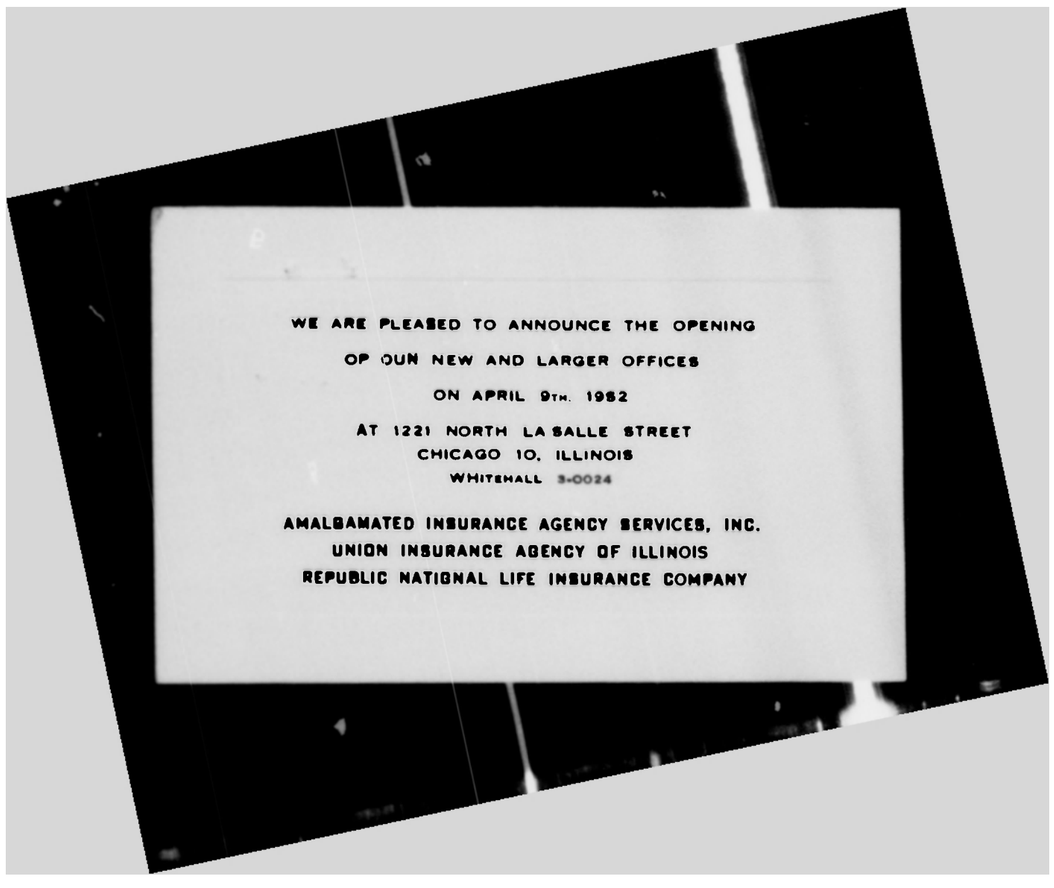
AMALGAMATED INSURANCE AGENCY SERV. INC.
REPUBLIC NATIONAL LIFE INSURANCE CO.

ALLEN M. DORFMAN

AMD/lf

1

REPUBLIC NATIONAL LIFE INSURANCE COMPANY


WE ARE PLEASED TO ANNOUNCE THE OPENING
OF OUR NEW AND LARGER OFFICES
ON APRIL 9TH. 1962
AT 1221 NORTH LA SALLE STREET
CHICAGO 10, ILLINOIS
WHITEHALL 3-0024
AMALGAMATED INSURANCE AGENCY SERVICES, INC.
UNION INSURANCE AGENCY OF ILLINOIS
REPUBLIC NATIONAL LIFE INSURANCE COMPANY

AND HELPERS OF AMERICA

ADMINISTRATIVE FILE
Amarillo Market
X

November 7, 1960

TO: President Hoffa

For your information.

AMARILLO MARKET

TRUCK STOP

PHONE FL6-3651 2700 CANYON HIGHWAY

AMARILLO, TEXAS

Nov. 3rd 1960

International Brotherhood of Teamsters,

25 Louisiana Ave., N.W.

Washington, D.C.

Gentlemen :-

We would appreciate your sending us about 25 copies copies of your booklet, " A Dangerous Combination ". we are very much inotrested in the Trucking business, and would like to do all we can to help.

Very truly yours,

AMARILLO MARKET TRUCK STOP.

L G Frazier

ADMINISTRATIVE FILE
Ambassador Hotel

30 August 1962

The Asbassador Hotel
3400 Wilshire Boulevard
Los Angeles, California

Gentlemen:

We are in receipt of your statement in the amount of $280.94.

Please be advised that this was paid June 1, 1962 our check No. 49896.

Yours truly,

L. N. Steinberg,
Personal Representative to the
General President

LNS:gw

From the Desk of
ALICE BUSKEY

8/28/62

Bob -

Have you seen the original on this?

Alice,

This was paid June 1
check # 49796 - $275.24

A

EXECUTIVE OFFICES, SCHINE HOTELS
[illegible] Building, New York N.Y.
THE RONEY PLAZA
Miami Beach, Florida
THE McALLISTER
Miami, Florida

SCHINE HOTELS
Finest under the Sun

THE GULF STREAM APARTMENTS & COTTAGES
Miami Beach, Florida
THE HOTEL NORTHAMPTON and
WIGGINS OLD TAVERN
Northampton, Massachusetts
THE QUEENSBURY HOTEL
Glen Falls, New York

THE Ambassador
LOS ANGELES

3400 WILSHIRE BOULEVARD — PHONE DUNKIRK 7-7011

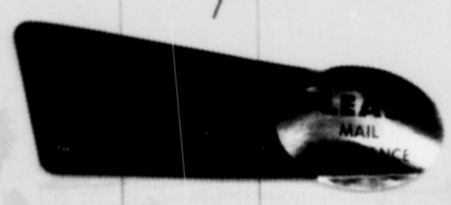
I.L.G.T.
ATTN: MR. JAMES J. HAFFA
25 LOUISIANA AVENUE N. W.
WASHINGTON, D. C.

ROOM ACCTS

PLEASE DETACH HEADING AND RETURN WITH REMITTANCE TO INSURE PROPER CREDIT.

THE AMBASSADOR

DESCRIPTION	DATE	CHARGES	CREDITS	BALANCE
		BAL. FWD.		
AC 63504 CRANCER	MAY 4	58.99		
AC 63555 HOFFA	MAY 4	122.85		
AC 63513 HARDING	MAY 4	26.10		
AC 63505 ZAGRI	MAY 4	73.00		280.94



STATEMENT CLOSING DATES				
	A - C	5TH OF MONTH	M - R	20TH OF MONTH
	D - G	10TH OF MONTH	S - Z	25TH OF MONTH
	H - L	15TH OF MONTH	Guest Room Bills	LAST OF MONTH

TERMS - PAYMENT IN FULL WITHIN FIFTEEN DAYS OF BILLING DATE.

ADMINISTRATIVE FILE

Ambarg, Dick
x Mitchell, James P. (Hon.)
x Invitation

September 5, 1958

COPY

The Honorable James P. Mitchell
Secretary of Labor
Washington, D. C.

Dear Sir:

I just received a note from our mutual friend, Dick Ambarg of St. Louis inviting me to a luncheon in St. Louis on September 22, 1958.

Unfortunately, I have to be in Chicago to attend a meeting of the National Council of Sears, Roebuck Co., a group which has the responsibility of organizing this firm. The following day I open the meeting of the Central Conference of Teamsters in the same City.

It would have been nice to be with you on the 22nd.

Sincerely yours,

H. J. Gibbons,
Executive Assistant to the
General President

HJG/yk

September 5, 1958

COPY

Mr. Richard Amberg, Publisher
St. Louis Globe Democrat
12th & Franklin Ave.
St. Louis 1, Missouri

Dear Dick:

Thank you for your kind invitation to attend the luncheon in honor of Secretary of Labor, James P. Mitchell.

I will make every effort to be present, but because of a heavy schedule I cannot make a definite commitment at the present time. In any event please give my personal regards to Secretary Mitchell. I recently had lunch with him at his office and enjoyed the experience.

Sincerely yours,

H. J. Gibbons,
Executive Assistant to the
General President

HJG/yh

St. Louis Globe-Democrat

12TH BLVD & FRANKLIN AVE.

ST LOUIS 1, MO

RICHARD H. AMBERG
PUBLISHER

September 2, 1958

Dear Harold:

I hope very much that you will join me on Monday, September 22, at noon at the Stockholm Room of the Park Plaza Hotel at a luncheon in honor of the Secretary of Labor, James P. Mitchell.

The luncheon will be for a small group of the top labor leaders of the community only. It is entirely non-political in nature. Mr. Mitchell has told me that he would like to have this meeting so that he can explain his views to you and get your ideas in return.

Please let me know at your convenience that you can be with us. Both Jim and I look forward to seeing you at that time.

With best regards.

Sincerely,

Dick

Mr. Harold J. Gibbons
President
St. Louis Joint Teamsters Council No. 13
1641 South Kingshighway
St. Louis, Mo.

ADMINISTRATIVE

American Association of Convention Planners
X Jay Hoy

Convention Planning

and TRADE SHOW MANAGEMENT

THE JOURNAL OF THE AMERICAN ASSOCIATION OF CONVENTION PLANNERS
624 SOUTH MICHIGAN AVENUE CHICAGO 5, ILLINOIS WEBSTER 9-2441

BOARD OF DIRECTORS
CHARLES E. ALLEN
—Young Mens Christian Association
ROBERT ALLISON
—Minnesota Mining and Manufacturing Company
GAIL S. CARTER
—National Electrical Distributors Association
MARK L. DURLAP
—National Restaurant Association
GEORGE FOX, JR.
—Reynard Press
WALTER P. HILLIG
—Socony Mobil Oil Company, Inc.

June 16, 1959

Mr. James R. Hoffa, General President
International Brotherhood of Teamsters
Washington 1, D. C.

Dear Mr. Hoffa:

Thank you for your kind reply of June 9th. We will be most happy to consider Mr. Harold J. Gibbons for a place on our board.

Would you please ask Mr. Gibbons to contact me prior to his next trip to Chicago so that our board may have the pleasure of meeting with him.

With every good wish, I remain

Sincerely yours,

GF:a

George Fox, Jr.

ADMINISTRATIVE FILE
American Association of
Convention Planners
X

June 9, 1959

Mr. George Foa, Jr.
Board of Directors
American Association of Convention Planners
624 South Michigan Avenue
Chicago 5, Illinois

Dear Mr. Foa:

I have your kind invitation of June 5th in which you raise the question of the possibility of my accepting a place on the Board of Directors of your Association. I have made the practice in the past to avoid such responsibility in the light of my heavy responsibilities as the General President of the International Brotherhood of Teamsters and must, at this time, continue to adhere to that rule.

However, if you found it of value to your organization, I would be very happy to suggest the name of my Executive Assistant, Vice President Harold J. Gibbons, as a possible person for your Board.

If you are interested, please contact me on this situation.

Very truly yours,

James R. Hoffa
General President

JRH/yh

american association of convention planners
620 SOUTH MICHIGAN AVENUE CHICAGO 5, ILLINOIS WEBSTER 9-2441

BOARD OF DIRECTORS
CHARLES E ALLEN
—Young Mens Christian Association
ROBERT ALLISON
—Minnesota Mining and Manufacturing Company
GAIL S CARTER
—National Electronic Distributors Association
MARK L DUNLAP
—National Restaurant Association
GEORGE FOX, JR
—Reynard Press
WALTER P HILLIG
—Socony Mobil Oil Company, Inc
JOSEPH E TOMES
—Silbrico Corporation
RAYMOND I WADDINGTON
—American Roof Truss

June 5, 1959

Mr. James Hoffa
International Brotherhood of Teamsters
25 Louisiana Avenue N. W.
Washington 1, D. C.

Dear Mr. Hoffa:

On behalf of the Board of Directors of our Association, I have been asked to discuss the possibility of your taking a seat on the Board.

The 14,000 Convention Planners in our industry are responsible for 12 million convention delegates annually who spend 4: Billion Dollars.

We also use great amounts of exhibit space for our displays and booths and are the bulwark of the convention industry.

Looking forward to hearing from you so that we may perhaps meet in the near future, I remain

Sincerely yours,

George Fox, Jr.
Board of Directors

ADMINISTRATIVE FILE
American Civil Liberties Union
X

January 29, 1962

Mr. Ernest Mazey
Acting Executive Director
American Civil Liberties Union
1302 Cadillac Tower
Detroit 26, Michigan

Dear Mr. Mazey:

Thank you for your letter of January 23rd on the financial problems of ACLU in Michigan.

I have passed the letter on to our Vice President for Michigan and have suggested that he contact you.

It was nice hearing from you.

Yours very truly,

H. J. Gibbons
Executive Assistant to the
General President

HJG:id

January 29, 1962

Mr. Frank Fitzsimmons, V. P.
International Brotherhood of Teamsters
2741 Trumbull
Detroit 16, Michigan

Dear Sir and Brother:

Attached is a letter from Ernest Mazey of the American Civil Liberties Union of Michigan.

I am sending it to you for such consideration as you see fit to give. It might be well for you to sit down with Mr. Mazey directly.

Fraternally yours,

H. J. Gibbons
Executive Assistant to the
General President

HJG:id
att.

ADVISORY COMMITTEE
HENRY HITT CRANE
HAROLD CRANEFIELD
WILFRED B. GRANT
IRA D. JAYNE
LEONARD KASLE
CHARLES C. LOCKWOOD
ALBERT W. MARBLE
WESLEY M. MAURER
EMIL MAZEY
WADE McCREE JR.
WALTER NELSON
TRACY M. PULLMAN
G. FLINT RUSBY
REMUS ROBINSON
AUGUST SCHOLLE
EDWARD M. TURNER

LOCAL EXECUTIVE BOARD
THE OFFICERS AND
WALTER BEHMANN
JAMES W. BRISTAH
JEROME BROOKS
BROADUS BUTLER
AVERN COHN
JOHN CONLEY
ERWIN ELLMANN
CLARENCE ERICKSON
MARTIN FERN
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AARON ABABNER
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NATIONAL OFFICERS
ERNEST ANGELL
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NORMAN THOMAS
DIRECTORS EMERITUS

AMERICAN CIVIL LIBERTIES UNION

METROPOLITAN DETROIT BRANCH
1302 CADILLAC TOWER • DETROIT 26, MICHIGAN
WOODWARD 1-2432

ROLLAND O'HARE, CHAIRMAN, WO 5-0081
THEODORE SACHS, VICE-CHAIRMAN
ERNEST MAZEY, EXECUTIVE SECRETARY, TW. 3-3953
BRUCE A. MILLER, RECORDING SECRETARY
GERALDINE B. FORD, TREASURER

January 23, 1962

Mr. Harold Gibbons
International Brotherhood of Teamsters
25 Louisiana Avenue, N.W.
Washington, D.C.

Dear Harold:

I am writing to you seeking advise on the best approach to get aid in an important Michigan project.

We have developed in Michigan an increasingly effective branch of the American Civil Liberties Union. It has been my privilege to serve as executive secretary of the Metropolitan Detroit Branch for some years. Currently, I am the acting executive director of the ACLU of Michigan.

During the past year we have had some experience, for the first time, with a full time staff person. Unfortunate-ly, our limited budget prevented payment of a salary sufficient to attract a person of the calibre necessary to take full advantage of the many opportunities and potentialities for effective work in this area.

We are currently reviewing the problem again and are making an all out effort to boost our income so that the services of a top notch person might be obtained. Until now $5,000 per year was all we could afford.

Actually, if a more suitable financial basis can be established, I would like personally to give it a whirl; fully confident that a significant increase in effectiveness and positive impact in the area of civil liberties in Michigan would result. Obviously, I can't accept such an assignment on the basis present finances permit.

I am writing to you for any suggestions you might offer as to how best to raise this problem, and with whom in the Teamsters Union, in our search for financial assistance.

I am mindful that the ACLU nationally has not measured up to its responsibilities in the long series of harassments of the Teamsters Union; but I assure you the Michigan organization is made of better stuff.

It would also appear to me that the same series of harassments has resulted in a far better appreciation of civil liberties to the Teamsters Union leadership; and it may be the case with other leadership of other labor organizations also.

In any case, I would appreciate a word from you on this.

With warmest personal greetings,

EM:gd

Ernest Mazey
Acting Executive Director
ACLU of Michigan

ADMINISTRATIVE FILE
American Dental Assoc.
X Bureau, Accept.
X

April 17, 1963

Mr. George V. Budrean, Assistant Director
American Dental Association
222 East Superior Street
Chicago 11, Illinois

Dear Sir:

We have your letter of April 11th.

Unfortunately, our organization has not taken a stand on the subject of Fluoridating public water supplies.

We are, therefore, unable to comply with your request.

Very truly yours,

H. J. Gibbons
Executive Assistant to the
General President

HJG/yk

AMERICAN DENTAL ASSOCIATION

222 East Superior Street / Chicago 11, Illinois / WHitehall 4-6730

April 11, 1963

Director, Public Relations
Department
International Teamsters'
25 Louisiana Avenue, N.W.
Washington 1, D. C.

Dear Sir:

We are compiling statements on the issue of fluoridating public water supplies from national and world organizations. It would be greatly appreciated if we could have the International Teamsters' stand on this issue.

Thank you for your cooperation and interest in this matter.

Sincerely,

George V. Budrean
Assistant Director
Bureau of Public Information

GVB:ejb

ADMINISTRATIVE FILE
American Embassy
X Byrne, Thomas R.
X Paterson, Peter

October 22, 1964

Mr. Thomas R. Byrne, Labor Attache
American Embassy
London, England

Dear Tom:

Thank you for your letter of October 8th, dealing with the planned visit of Peter Paterson, industrial correspondent for the Sunday Telegraph.

I will be very happy to meet with Mr. Paterson on his arrival here in America.

It was good to get regards from Frank Cousins. He is one of my favorite people. Please do call me if you ever get back this way.

Sincerely,

H. J. Gibbons
Vice-President

HJG/mc

P. S. Give my regards to Jack Sims and his lovely new wife.

HJG

EMBASSY
OF THE
UNITED STATES OF AMERICA

American Embassy,
London, England,
October 8, 1964.

Dear Harold:

Although it has been six years since I left Tom Flynn's office and the Eastern Conference of Teamsters to return to the Foreign Service, my association and interest in Teamsters affairs is well-known to my British colleagues. This interest, therefore, prompted Peter Paterson, industrial correspondent for the Sunday Telegraph, to request my cooperation in helping to arrange interviews during his forthcoming visit to the United States where he plans to collect material for a feature article on the Teamsters. The article will appear in the Sunday Telegraph's color magazine section which has a circulation of over 700,000.

Since Paterson has indicated that his article will emphasize how the Teamsters organization works and what it means to be a Teamster, I hope that you will find it possible to see him when he contacts your office during the latter part of October.

With all best wishes and kind regards. I remain

Sincerely yours,

Thomas R. Byrne
Labor Attache

Mr. Harold J. Gibbons,
Eleventh Vice President,
1641 South Kingshighway.
St. Louis, Missouri.

Pls Frank Cousin pers Reg regards!

ADMINISTRATIVE FILE___
American Express Co.
_ X _____
_ X _____

May 18, 1962

American Express Company
30 Church Street
New York 7, New York

Re: James R. Hoffa
Int'l Brthd Teamsters
25 Louisiana Avenue, N. W.
Washington, D. C.
Card #007 011 240 4

Gentlemen:

The past due notice in the amount of $61.20 and which is dated May 14, 1962, was paid by our check no. 48356 in the amount of $92.31, dated March 27, 1962.

I am attaching hereto a photocopy of the check indicating its receipt and deposit by your firm and I am also enclosing photocopies of the detailed invoices which your firm originally submitted to this organisation for payment.

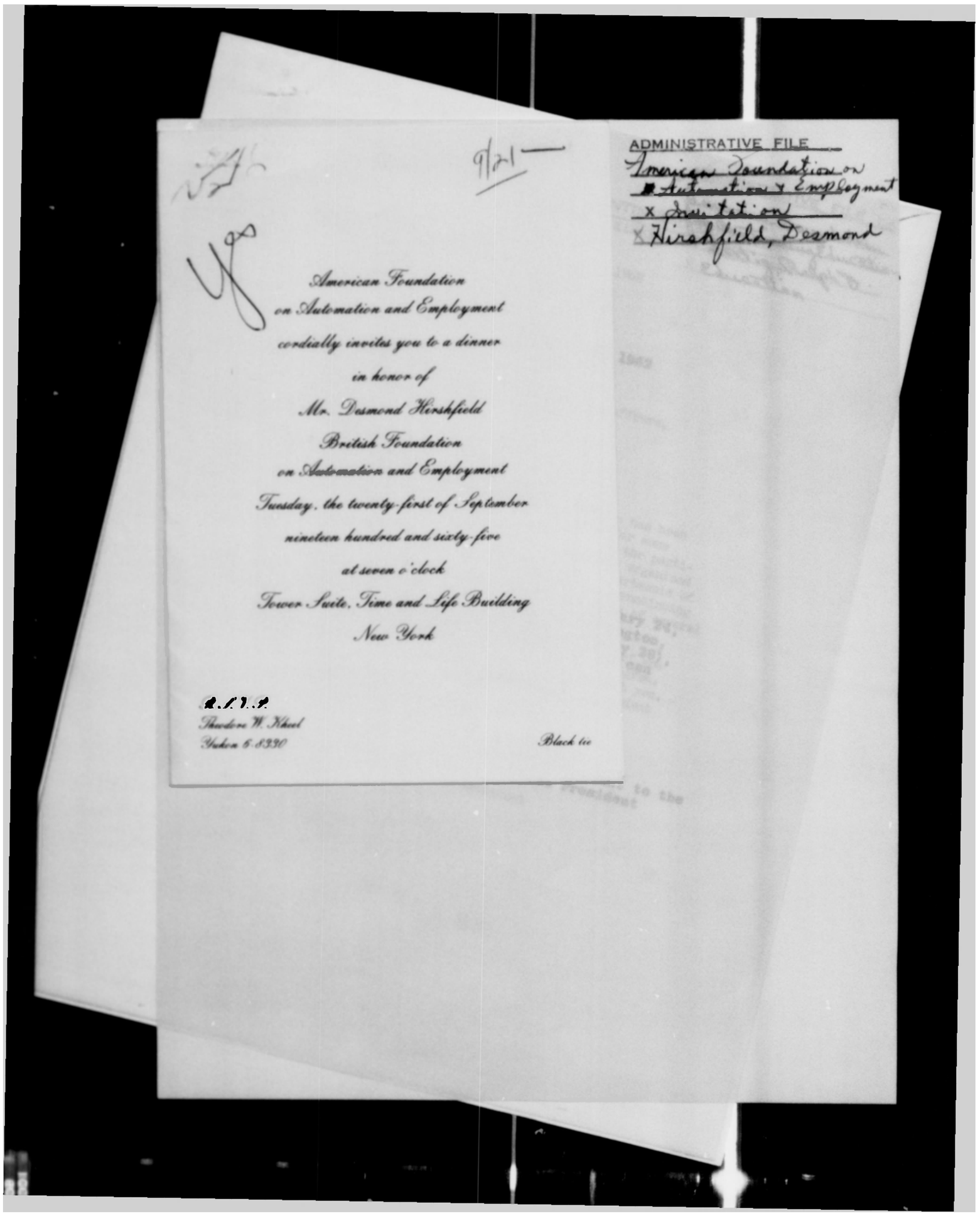
Trusting this clarifies the matter of apparent delinquency, I am

Sincerely yours,

JOHN F. ENGLISH
GENERAL SECRETARY-TREASURER

JFE:bad
encs.

cc: James R. Hoffa


ADMINISTRATIVE FILE
American Foundation on
Automation & Employment
x Invitations
x Hirshfield, Desmond
American Foundation
on Automation and Employment
cordially invites you to a dinner
in honor of
Mr. Desmond Hirshfield
British Foundation
on Automation and Employment
Tuesday, the twenty-first of September
nineteen hundred and sixty-five
at seven o'clock
Tower Suite, Time and Life Building
New York
R.S.V.P.
Theodore W. Kheel
Yukon 6-8330
Black tie

ADMINISTRATIVE FILE

American Foundation for Continuing Education
X Fertig, Ralph D.
X Education

AMERICAN FOUNDATION FOR CONTINUING EDUCATION

19 SOUTH LA SALLE STREET • CHICAGO 3, ILLINOIS

24 January, 1962

January 26, 1962

Mr. Harold Gibbons
International Brotherhood of Teamsters, Chauffeurs,
Warehousemen & Helpers of America
25 Louisiana Avenue, N. W.
Washington 1, D. C.

Dear Mr. Gibbons:

The American Foundation for Continuing Education has been involved in labor education for some years in the development of materials and the participation of staff in institutions and schools organized by Unions, themselves, or the labor education departments of the various Universities. We have an interest in continuing this work and with the development of new materials of several kinds.

Both Ken [illegible] and have been in Washington and I would like the opportunity to confer with you. Would you please let me know what date would be convenient for you?

Sincerely,

Ralph D. Fertig

Ralph D. Fertig
Executive Assistant

RFD:b

Mr. Ralph D. Fertig
Americas Foundation for
Continuing Education
19 S. LaSalle Street
Chicago 3, Illinois

Dear Mr. Fertig:

I have your letter of January 24, and I shall be in my office in Washington, D.C. all thru the coming week (January 28), and I will be happy to see you if you can arrange to be here.

Youre very truly,

H. J. Gibbons
Executive Assistant to the
General President

HJG:id

Hon. HARRY S. TRUMAN
Honorary Chairman

JACOB K. JAVITS, U.S. Senate
Dedication Chairman

File

AMERICAN FREEDOM FOREST DEDICATION

250 WEST 57th STREET NEW YORK, N. Y. 10019 JUdson 2-7020

December 5, 1963

ADMINISTRATIVE FILE
American Freedom Forest
X
X Personnel - Gibbons

Mr. Harold Gibbons
International Brotherhood of
Teamsters, Warehousemen and
Helpers of America
25 Louisiana Avenue, N.W.
Washington 1, D.C.

Dear Mr. Gibbons:

I want to express my sincere gratitude and thanks for your consent to serve with me on the AMERICAN FREEDOM FOREST DEDICATION.

When I accepted the Honorary Chairmanship for this Dedication, I knew that leaders of Labor, Industry and the Professions, such as yourself, would help me fulfill this historic reclamation for the State of Israel -- a cause which serves as a beacon light of inspiration to people all over the world.

I know that your sponsorship and the prestige of your name will help assure an early Dedication of this Two Million Tree American Freedom Forest in Israel.

The enclosed Brochure will give you some ides of the meaning of, and the need for this project.

Once again, thank you for your cooperation.

With kindest regards.

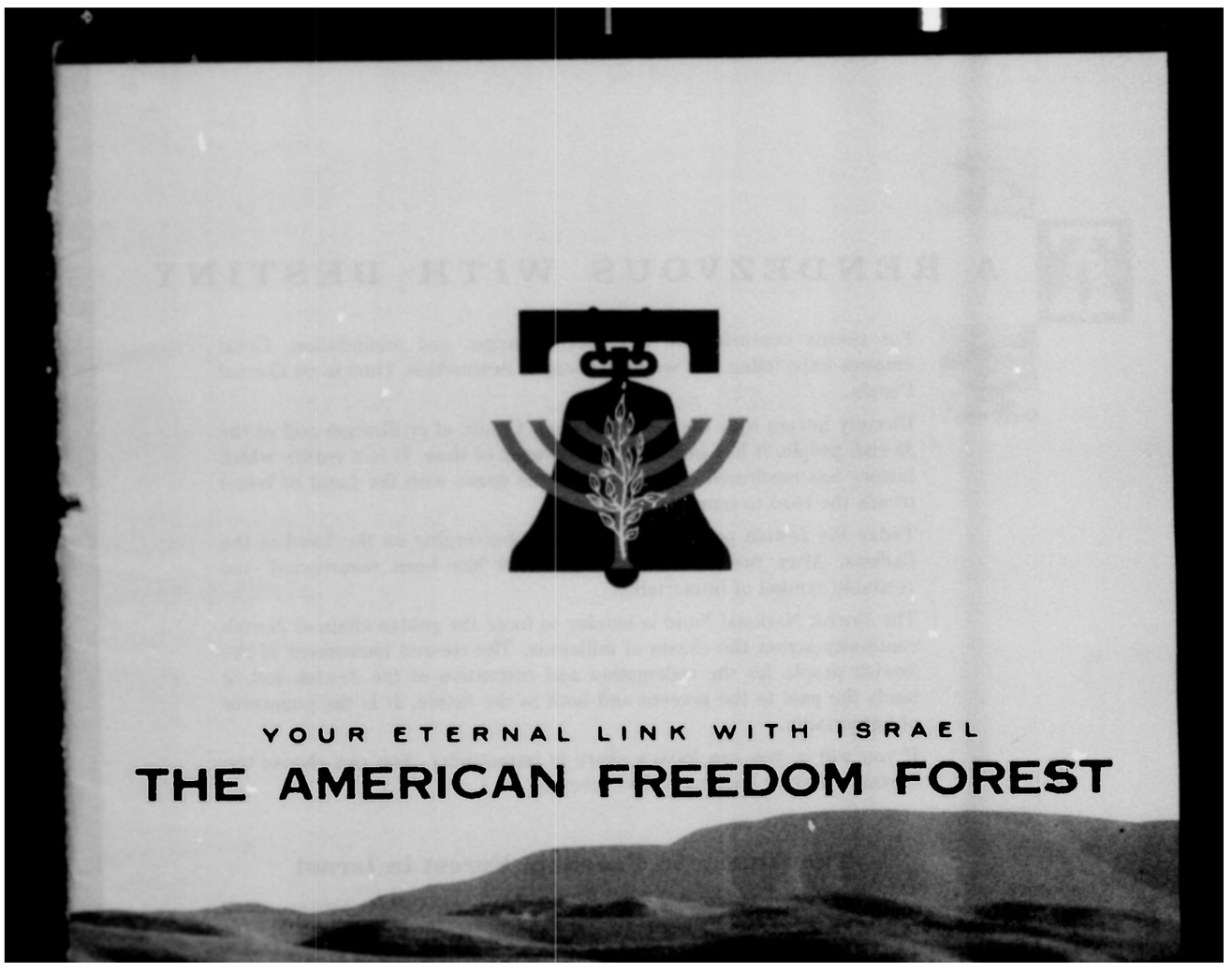
Sincerely,

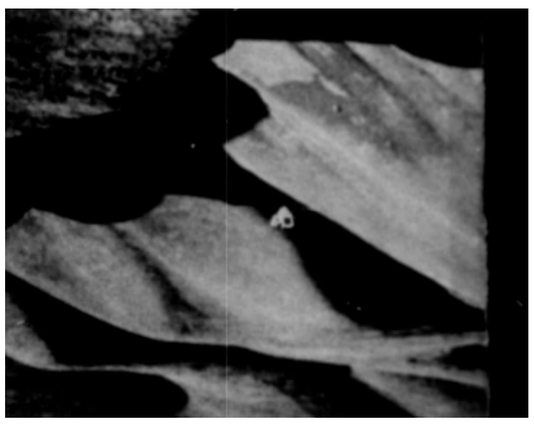
Jacob K. Javits, U.S. Senate
Dedication Chairman

enc.

JEWISH NATIONAL FUND

252


YOUR ETERNAL LINK WITH ISRAEL
THE AMERICAN FREEDOM FOREST









A RENDEZVOUS WITH DESTINY

For twenty centuries we have faced danger and annihilation. Great empires have fallen, but we have escaped destruction. Ours is an Eternal People.

Eternity hovers over the Land of Israel. Cradle of civiiization and of the Jewish people, it has outlasted tue ravages of time. It is a reality which hiatory has confirmed—whoever iinks his name with the Land of Israel treads the road to immortality.

Today the Jewish people once again are converging on the Land of the Fatheca. After two thousand years Israel has been resurrected—the veritable symhol of immoctality.

The Jewish National Fund is helping to forge the golden chain of Jewish continuity across the chasm of millennia. The trusted instrument of the Jewish people for the redemption and recreation of the Jewish soil, it hinds the paat to the present and both to the future. It is the guarantor of immortality.

If you will it, you can have a share in immortaiity. You can choose the means of having your name live forever.

The American Freedom Forest in Israel

Dedicated to Eternal Friendship Between Two Freedom-Loving Nations, the United States and Israel

The Freedom Forest will extend over two thousand acres of rugged mountain terrain, five miles from Jerusalem, capital of Israel. It will be readily accessible by rail or highway. On this historic site, near ancient Bethar, a Jewish city of the era of the Second Temple, Bar Kochba and his soldiers fought the mighty legions of Rome.

The Jewish National Fund will plant two million trees in the great Freedom Forest, which will combine fifty-one forests, each representing one of the fifty states and the Dwtrict of Columbia. This will be a living, growing tribute to the strong bonds of friendship linking two Freedom-loving nations. Freedom Forest will be entered through a majestic colonnade of 51 columns, which is destined to become a major attraction for tourists from evecy corner of the globe, as well as for the people of Israel.

Freedom Forest will offer many opportunities for the personal identification of contributors with this immense undertaking, in addition to the planting of trees and the construction of the great colonnade, described in the following pages.

Jews and non-Jews are joining hands in this historic undertaking, linking their names with some noteworthy task of the Jewish National Fund, created through The Foundation for the Jewish National Fund.

LIVING PROJECTS OF THE FOUNDATION FOR THE JEWISH NATIONAL FUND WITHIN FREEDOM FOREST



51 FORESTS

The planting of trees is a major facet of the land reclamation work of the Jewish National Fund. Within Freedom Forest, 51 separate forests will be planted. Each will represent one of the 50 states of the Union, and the District of Columbia. Individual forests of 10,000 trees may be planted as personal projects.



COLONNADE and COLUMNS

The majestic Colonnade of Freedom Forest near its main entrance, overlooking the city of Jerusalem, is destined to become a major attraction for tourists and visitors. You can acquire a column and have your name inscribed on its base.



OBSERVATION POSTS

Ten Observation Posts and towers will be located throughout Freedom Forest. Each will command sweeping panoramic views of the forest, the Judean Hills and Jerusalem. Each will bear the name of the donor.



RAILWAY HALTS

Three Railway Halts will be established at strategic points along the Tel Aviv-Jerusalem Railway. Each will consist of a station platform with protective canopy. Each Railway Halt will bear the name of the donor on a suitable, engraved plaque.



RECREATION AREAS

Several areas will be set aside for recreation and relaxation. Facilities will include stone or wood benches, picnic tables, water fountains and gardens. Recreation areas, to be identified with the donor's name, are available as individual projects.



FORESTERS' VILLAGES

Two Foresters' Villages are planned. Each will include housing and facilities for 50 to 60 families. A number of families will operate auxiliary farms in the form of Nahlaot. They will plant and maintain the forest, Freedom Road, and all facilities within Freedom Forest. Available for sponsorship.



NAHLAOT

Areas of land within Freedom Forest will be reserved for agricultural use by the families in the Foresters' Villages. Each Nahlah will consist of 100 dunams of land, and will bear the name of the donor.



OUTPOSTS FOR SHOMRIM

Two outposts for fire prevention and against other hazards will be established in Freedom Forest. Houses and auxiliary farms will be provided for the Shomrim and their families. Each outpost to bear the sponsor's name.



FREEDOM ROAD

A network of roads, to be known as Freedom Road, will be constructed to link together all areas of Freedom Forest. Rows of trees will be planted along both sides of the road. Each mile of Freedom Road will be marked with the name of the donor.

Individuals, families and groups will find in the great Freedom Forest projects with which they may associate their names or the names of those whom they wish to honor or memorialize forever—projects ranging in scope from a modest amount of $5,000 to impressive developments requiring vast sums. With relatively small initial outlay you may have at once the great joy of seeing noble enterprises developed in your name during your lifetime. The Foundation for the Jewish National Fund welcomes the opportunity to discuss with you, in the fullest detail, any of these programs.

These projects may be provided for through agreements based on wills and bequests, irrevocable assignment of life insurance, transfer of Israel Bonds and other securities, or a combination of these methods.

The Jewish National Fund has been granted Tax Deductibility by the Internal Revenue Department of the United States Treasury

For full particulars write to:

FREEDOM FOREST



Americans from every state in the Union as well as the District of Columbia, will plant trees in Freedom Forest. In so doing, they will create living monuments to their states, to the honor of outstanding Americans of every race and creed.

Afforestation and land reclamation in Israel are concentrated in the hands of the Jewish National Fund. Few projects are of such major importance to the future of the land and its citizens. When afforestation of Freedom Forest is complete, more than two million trees will grace the hillsides.

Freedom Forest will not only continue the essential task of clothing Israel's barren hills with a mantle of green, prevent erosion, create shade, and beautify the landscape, but it will serve also as a living symbol of the eternal dedication of Israel and the United States to the same ideals of freedom and friendship.



As an eternal tribute to their generosity and love of Israel, the names of those undertaking the planting of a forest will be inscribed on appropriate marble markers.



The colonnade is envisioned as a great architectural focal point of interest, conceived in terms of historic significance and beauty.

Standing at the main entrance to Freedom Forest, in a setting of great natural charm, it will provide a vantage point for impressive views of the city of Jerusalem, spread on the hills beyond. Fifty-one soaring marble columns, surrounding a great central mall, will symbolize each of the fifty states of the U.S.A. and the District of Columbia.

The great colonnade of Freedom Forest is destined to become a major attraction to tourists from all corners of the globe, as well as to thousands of visitors from every section of Israel.

The Freedom Forest Colonnade will be a permanent reminder of the great bonds of common cultural heritage, and the strong links of freedom and friendship which unite the people of the United States and Israel.

Each sponsor of a column will have his name inscribed on its base.

FREEDOM FOREST COLONNADE AND COLUMNS





OBSERVATION POSTS

Ten Observation Posts or towers will be situated at carefully selected sites to provide unparalleled panoramic views of Freedom Forest, Jerusalem and the surrounding Judean Hills. Here, amid scenes evoking memories of the ancient history of Israel, tourists and visitors may stop for a closer look at the landscape.

The establishment of an Observation Post provides a unique opportunity to participate in a Jewish National Fund project of lasting significance. Each Observation Post will bear the name of the donor or the name of one who is near and dear to him, suitably inscribed on a permanent marker.

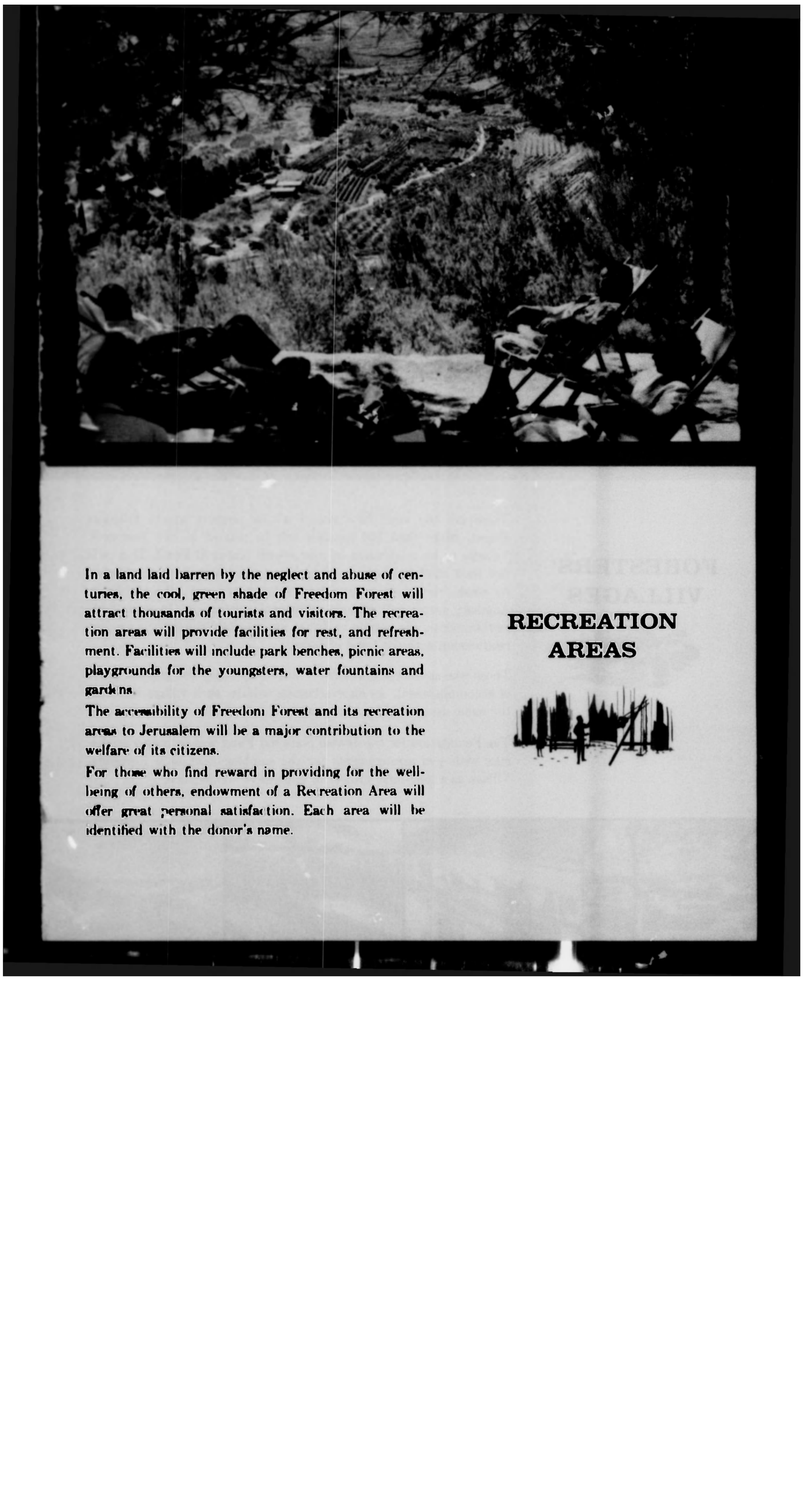


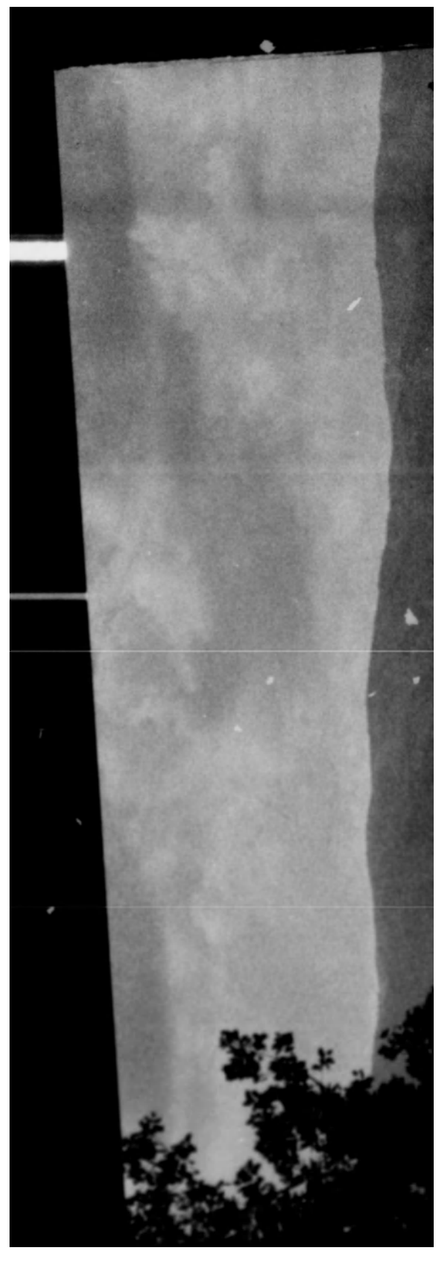
RAILWAY HALTS

The Tel Aviv-Jerusalem Railway will make three stops within the Freedom Forest area. Each will be a bustling focal point of activity for arrivals and departures. Each will bear the name of the donor, whose sponsorship made possible its creation.

Carefully designed to blend with the landscape, each Railway Halt will provide a station platform with protective canopy.

A fine opportunity to associate yourself with the great Freedom Forest project, in a most useful and dignified manner.


In a land laid barren by the neglect and abuse of centuries, the cool, green shade of Freedom Forest will attract thousands of tourists and visitors. The recreation areas will provide facilities for rest, and refreshment. Facilities will include park benches, picnic areas, playgrounds for the youngsters, water fountains and gardens.
The accessibility of Freedom Forest and its recreation areas to Jerusalem will be a major contribution to the welfare of its citizens.
For those who find reward in providing for the well-being of others, endowment of a Recreation Area will offer great personal satisfaction. Each area will be identified with the donor's name.
RECREATION AREAS



FORESTERS' VILLAGES

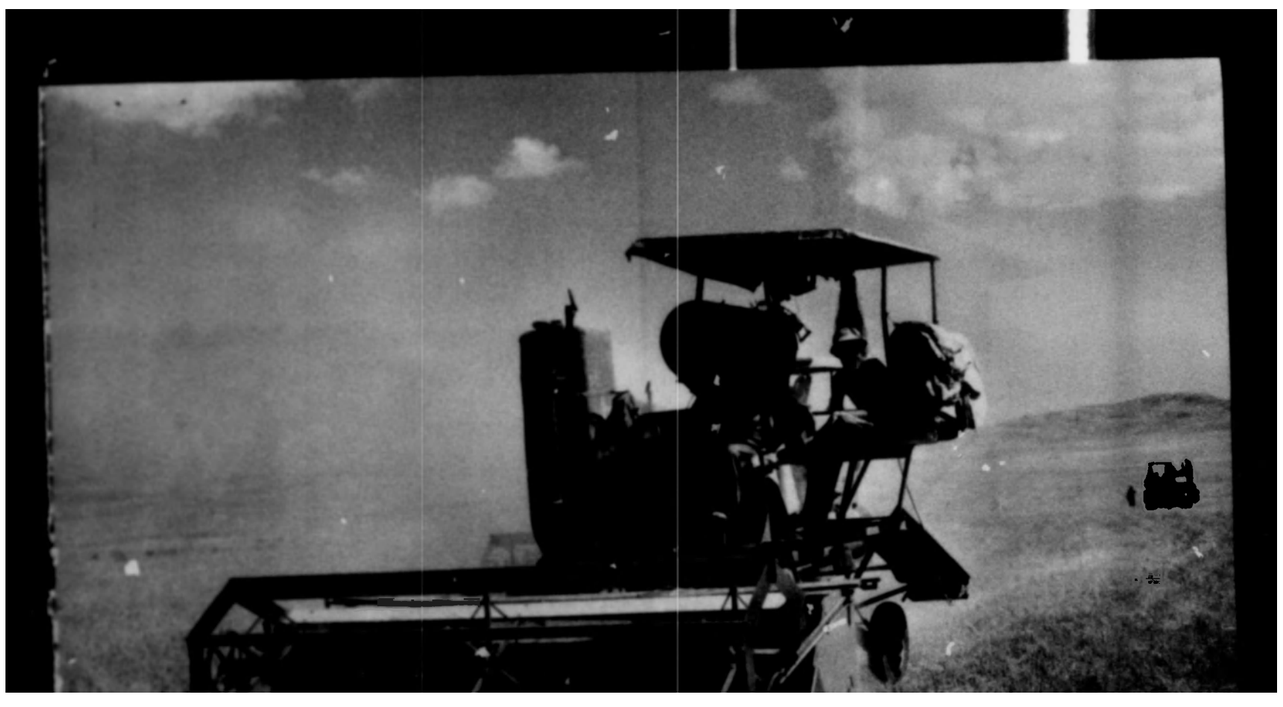


These are the most far-visioned of the projects within Freedom Forest. More than 100 families will be settled in two Foresters' Villages to be established by the Jewish National Fund. They will find their chief employment in planting and maintaining the Forest, its roads, recreation areas, observation posts and other facilities. Auxiliary farms will provide additional occupation. In such rural environments, the people of Israel are re-establishing their ancient relationship with the Land of Israel.

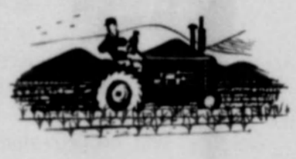
Those who sponsor a Foresters' Village may enjoy the greatest sense of accomplishment. As an everlasting tribute, each village will bear the name designated by the sponsor.

The Foundation for the Jewish National Fund will be happy to discuss with you arrangements for the establishment of a Foresters' Village as a long-term project of impressive significance.





NAHLAOT

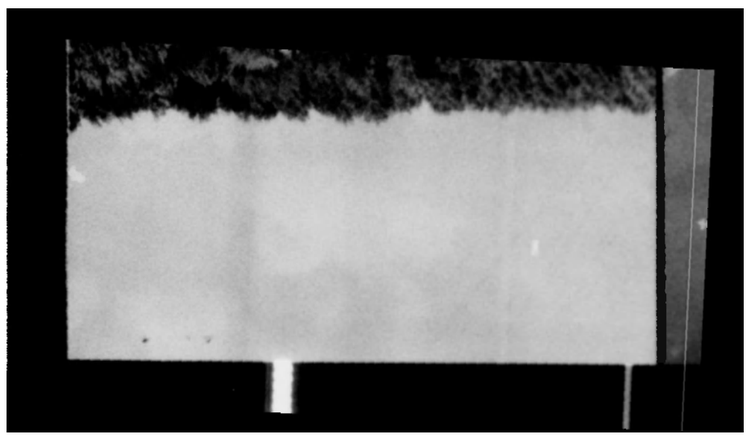


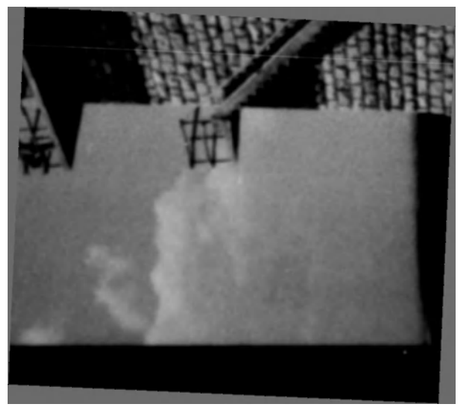
Twenty Nahlaot, each consisting of 100 dunams of agricultural land, will be set aside for use as auxiliary farms by the families in the Foresters' Villages. The combination of employment in the maintenance of Freedom Forest, and the benefit of raising food crops for their own use, as well as for the market, will provide these families with a secure and peaceful livelihood.

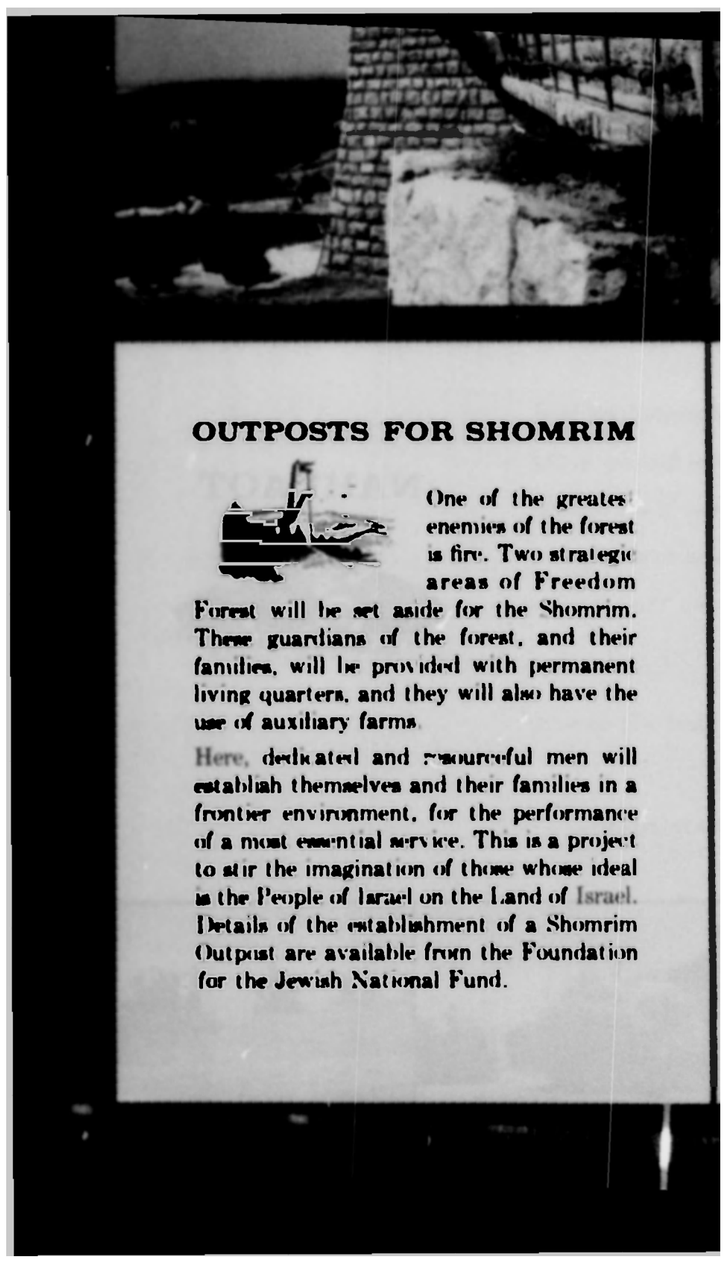
Here the dream of re-uniting the people and the land will come to full realization.

Each Nahlah will bear the name of the donor or his loved ones.





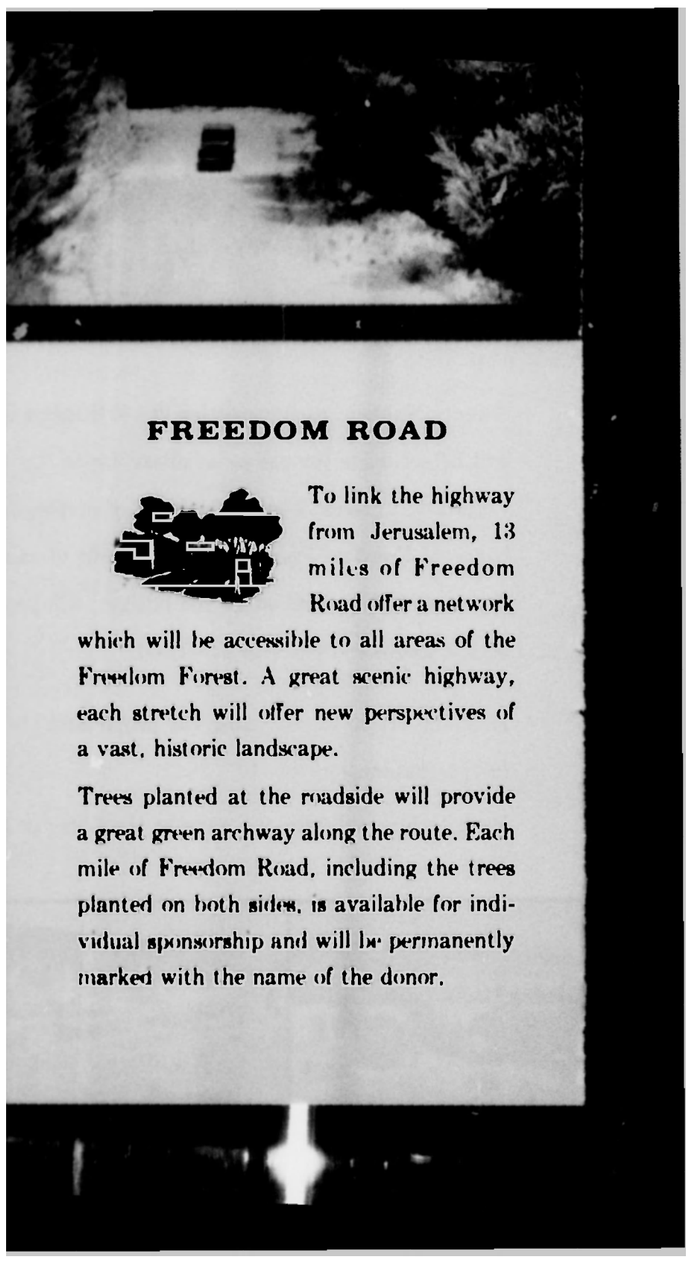




OUTPOSTS FOR SHOMRIM

One of the greates enemies of the forest is fire. Two strategic areas of Freedom Forest will be set aside for the Shomrim. These guardians of the forest, and their families, will be provided with permanent living quarters, and they will also have the use of auxiliary farms.

Here, dedicated and resourceful men will establish themselves and their families in a frontier environment, for the performance of a most essential service. This is a project to stir the imagination of those whose ideal is the People of Israel on the Land of Israel. Details of the establishment of a Shomrim Outpost are available from the Foundation for the Jewish National Fund.



FREEDOM ROAD

To link the highway from Jerusalem, 13 miles of Freedom Road offer a network which will be accessible to all areas of the Freedom Forest. A great scenic highway, each stretch will offer new perspectives of a vast, historic landscape.

Trees planted at the roadside will provide a great green archway along the route. Each mile of Freedom Road, including the trees planted on both sides, is available for individual sponsorship and will be permanently marked with the name of the donor.

YOUR STAKE IN ISRAEL

We have a stake in the future of Israel. From that ancient land great cultural and spiritual values come again. Because of Israel's magnificent courage and idealism, our children, grandchildren and generations to come will walk with a new dignity and find inspiration in her example.



To assure Israel's future, we must provide for it, just as we provide for our children's future. Through our participation and generosity, we can create a living link with the land and the people of Israel and identify our names forever with the eternal soil of Israel.

The Jewish National Fund (Keren Kayemeth LeIsrael), Inc., is the agency through which you may establish this personal identification with the Land of Israel. You may accomplish this at once through your bequest or assignment of the proceeds of an insurance policy to the Jewish National Fund (Keren Kayemeth LeIsrael), Inc.

Below you will find typical bequest forms which may be used to bequeath a specific amount or the residue of an estate. Additional forms for bequeathing a percentage of an estate or a portion of residue will be supplied on request.

There is immense satisfaction in the knowledge that the good deeds accomplished in our lifetime may be continued by the provisions we make in our wills. Only by making a will can we be sure that our wishes will be fulfilled.

Immortalize your name . . . now . . . in Israel!

RENDEZVOUS WITH DESTINY *Immortal Link with the Land of Israel*

Millions of dollars in wills and bequests, with the Jewish National Fund as the beneficiary, are now recorded by The Foundation for the J. N. F. Many bequests are made in the privacy of an attorney's office, by testators who prefer secrecy in drawing their wills. The Jewish National Fund respects this privacy. Wherever bequest information is furnished confidentially, it is treated accordingly.

The Donors of a number of the larger bequests, however, have authorized us to make their names and bequests known, in order that their generosity may serve as an inspiration for others. The names of all these testators and those who follow their example, will be associated forever with the eternal Land of Israel.

[illegible], N. J.	$750,000	Louis Berkowitz, St. Petersburg, Fla.	$152,618	Dr. Harry Shore, St. Louis, Missouri	$87,969
[illegible], Wis.	700,000	Rasmon Cohen, Hartford, Conn.	146,000	Judah Levine, New York, N. Y.	87,158
Maxwell Abbell, Chicago, Ill.	170,000	Jacob Rahn, Los Angeles, Calif.	106,220	Abraham L. Bloch, New York, N. Y.	82,226
Eva Smoler, Chicago, Ill.	157,483	Louis Altschul, New York, N. Y.	100,000	Abraham Serkin, Lakewood, N. J.	80,497

Of course, not all legacies are of this size. Regardless of the amount, each bequest, even the smallest, is received with the deepest appreciation and respect.

BEQUEST FORMS *These forms are offered for your guidance*

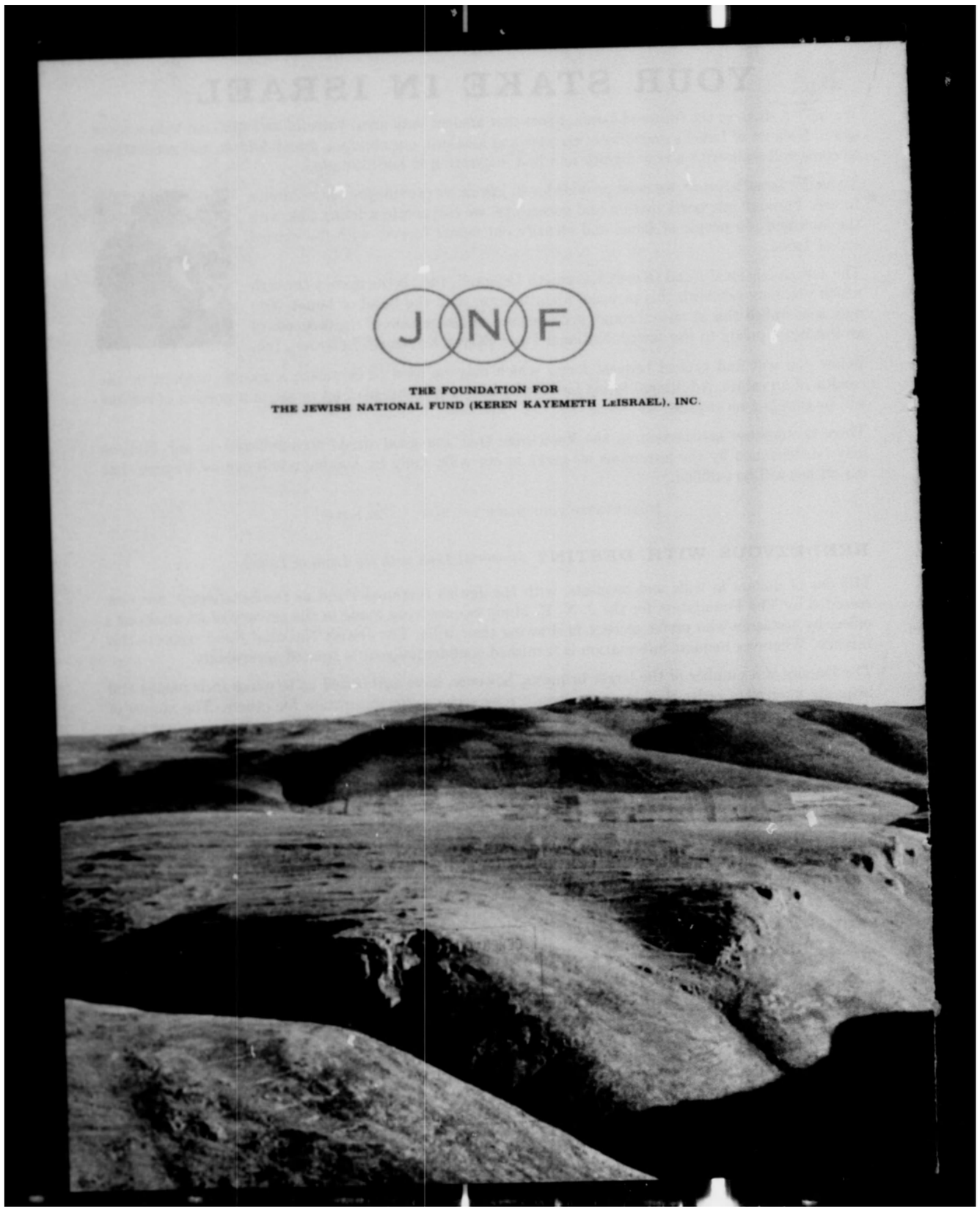
BEQUEST OF A SUM:

I give and bequeath to Jewish National Fund (Keren Kayemeth LeIsrael), Inc., a membership corporation organized and existing under the laws of the State of New York, now having its principal place of business at 42 East 69th Street, New York 21, New York, the sum of dollars ($), said sum to be used for the general corporate purposes of that organization.

BEQUEST OF RESIDUE:

All of the rest, residue and remainder of my property, both real and personal and wheresoever situate, I give, devise and bequeath to Jewish National Fund (Keren Kayemeth LeIsrael), Inc., a membership corporation organized under the laws of the State of New York, now having its principal place of business at 42 East 69th Street, New York 21, New York, absolutely and forever.

Consult your Attorney


J N F
THE FOUNDATION FOR
THE JEWISH NATIONAL FUND (KEREN KAYEMETH LeISRAEL), INC.

ADMINISTRATIVE FILE
American Friends of
the Hebrew Univ.
x Contributions
x Gimbel, Louis S., Jr. (Mrs.)

October 8, 1959

Mrs. Louis S. Gimbel, Jr.
National Chairman, Women's Division
American Friends of the Hebrew University
9 East 89th Street
New York 28, New York

Dear Mrs. Gimbel:

I have your communication of October 5th and must advise you that the question of charitable donations is now up for complete revision in light of the provisions of the recently enacted Kennedy-Landrum-Griffin anti-labor bill. We are, therefore, unable to participate in your program.

Very truly yours,

James R. Hoffa
General President

JRH/yk

American Friends of the Hebrew University, Inc.

9 East 89th Street • New York 28, N. Y. • ATwater 9-5200

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DR. FREDERICK R. LACHMAN
Executive Vice President

October 5, 1959

Mr. James R. Hoffa, President
International Brotherhood of Teamsters, Chauffeurs,
Warehousemen and Helpers of America
25 Louisiana Avenue, N. W.
Washington 1, D. C.

Dear Mr. Hoffa:

It gives me great pleasure to invite you, as a prominent leader in the field of labor, and your Union to participate once more in the American Friends of the Hebrew University's Seventh Annual "Woman of the Year" Luncheon, of which I am Chairman. Mrs. Eleanor Roosevelt was the recipient last year, and this year we are honored to have Miss Katherine Cornell.

Miss Cornell will receive the National "Woman of the Year" Award on December 29th in the Sert Room of the Waldorf-Astoria Hotel. On this auspicious occasion, Sir Cedric Hardwicke and our distinguished President, Mr. Philip M. Klutznick, will be the Guest Speaker. Miss Cornell is anxious to aid in completing the project in Eleanor Roosevelt's name, which is currently under way at the Hebrew University in Jerusalem, and the funds raised at the Luncheon will be used for this purpose.

I do hope you will be able to be present on this occasion. However, if your busy schedule prevents you from attending, I am sure that you will want the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America to continue on the Sponsor Honor Roll, which already includes such members as Mr. David Dubinsky and the International Ladies Garment Workers Union, and Mr. David J. McDonald and the United Steel Workers of America.

For your convenience, I am enclosing a Sponsor-Patron card which I know you will want to fill out and return to me with your check.

With kind regards and my very best wishes to you and your Union,

Sincerely yours,

Mrs. Louis S. Gimbel, Jr.
National Chairman
Women's Division

ADMINISTRATIVE FILE
American Gas and
Electric Service
Corporation
X 2175

6001 Pulaski Highway
Baltimore 5, Maryland
October 12, 1954

Mr. D. W. Person
c/o American Gas & Electric Service Corp.
30 Church Street
New York 8, N. Y.

Dear Sir:

Your inquiry as to the Teamsters local Union having jurisdiction over Glenlyn, Virginia, the site of a proposed Appalachian Electric Power Company's facility there has been referred to me.

The local union having jurisdiction in this case is Chauffeurs, Teamsters and Helpers Local Union 175, located at 606 Tennessee Avenue, Charleston, West Virginia, and Frank Rehman is this local union's secretary-treasurer, the phone number is Charleston 37654.

Feel free to ask for any further information you feel we can provide you.

Sincerely,

Albert Evens,
General Organizer

cc: Mr. Thirion
Mr. Rehman

ADMINISTRATIVE FILE
American Jewish Committee
X Fleischman, Harry X

THE AMERICAN JEWISH X

386 FOURTH AVENUE, NEW YORK 16, N. Y. *Cable Address.* "WISHCOM, NEW YORK"

Telephone MURRAY HILL 5 0181

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JOSEPH WILLEN, *New York, Vice-President*

July 16, 1953

Dear Mr. Tobin:

I am happy to tell you that Mr. Harry Fleischman has been appointed Director of the National Labor Service of the American Jewish Committee. He will develop the work begun in 1945 by Mr. David Sigman.

As you know, the NLS has served through the years as a resource available to the AF of L and to affiliated international unions which, like yours, are engaged in combatting prejudice and promoting better understanding among all Americans. I am confident that under Mr. Fleischman's direction, the aid rendered by the National Labor Service to many unions in setting up their own educational programs to overcome these problems will be increased. The vital skills he brings to this task have been gained as an organizer and educator working with various AF of L and CIO unions, and are reinforced as well by his experience as labor editor of the Voice of America.

Mr. Fleischman will have the assistance of our educators and specialists in intergroup relations, available now as in the past for cooperative effort with your staff in anti-discrimination conferences, schools and institutes for union workers. Our writers and artists will continue to aid in the preparation of pamphlets, film strips, films, wall maps, turnover talks, radio and television programs and other similar materials.

We hope that you will feel free to call upon Mr. Fleischman and the National Labor Service; and that he in turn may count on your guidance in the common effort to reduce prejudice and promote greater understanding among all racial, religious and ethnic groups.

Sincerely
John Slawson
John Slawson

Mr. Frank Tobin, Research Director
International Brother of Teamster, Chauffeurs, Warehouseman
and Helpers of America
100 Indiana Avenue, North West
Washington 1, D. C.

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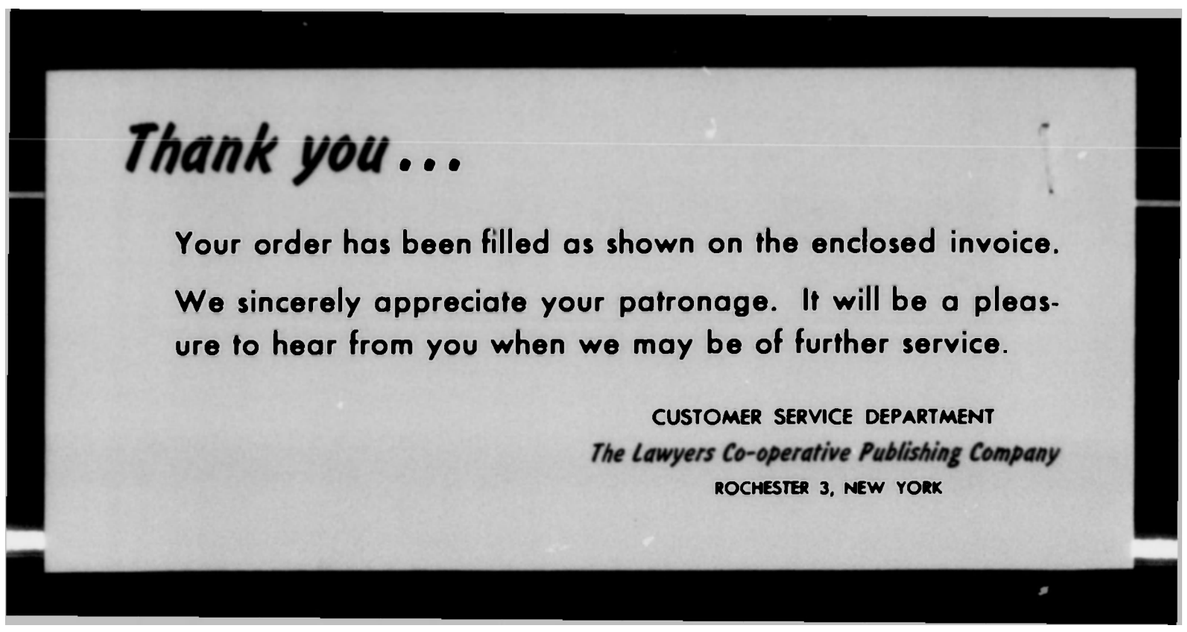
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American Labor Health
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AMERICAN LABOR HEALTH ASSOCIATION

PRESIDENT'S REPORT
May 1, 1959

* * * * * * * * * * * * * * * * * * *

There is a gre t deal of ground to be covered - so, "without further ado, let's go".

I
Group Health Institute
May 25-28, 1959
HOTEL BILTMORE, NEW YORK CITY

The Institute is sponsored by both the Group Health Federation of America a. the American Labor Health Association. Host organization is the Health Insurance Plan of Greater New York (HIP).

A copy of the program is enclosed - bring it with you.

A reservation card is enclosed. Complete it and mail it immediately.

We hope and expect to see each one of the members at the following important occasions:

a) Annual Membership Meeting of the ALHA
Monday, May 25, 9:30 a.m., Hotel Biltmore

b) The Joint Business Meeting of the ALHA and GHFA
Monday, May 25, 7:30 p.m., Hotel Biltmore

c) The meetings of the Institute.

The contents, direction and goals of the program are aimed at informing the American public of the requirements of a good medical care program and in keeping with the "do-it-yourself" era, how such programs were organized and established. We hope that the Institute's messages will be heard by receptive ears and responsive minds who will be convinced about the value of direct service programs and will seek ways and means and knowledgeable people to assist them in establishing such programs.

Come. Hear and be heard. You must participate.

II
Merger of the ALHA with GHFA

You were informed that the ALHA appointed a Committee to study the matter of merging both organizations.

The Committee included: Dr. H. Abrams, Mr. M. Arons, Mr. H. Daniels, Mr. I. Melamed, Dr. W. Sawyer and Dr. M. Brand, ex-officio.

The Committee recommended to the ALHA Executive Committee that for many good reasons merger should be considered. The Executive Committee has tentatively concurred with this recommendation but their final decision will be made at the Executive Committee meeting on May 24. The ultimate decision will be determined by the ALHA membership at the meeting on Monday, May 25, 9:30 a.m.

Enclosed you will find a copy of the memorandum regarding proposed changes in the GHFA by-laws as submitted by the GHFA to the ALHA.

The ALHA Committee on Merger met in Philadelphia on Saturday, February 28 in the AFL Medical Center. (Isidor Melamed was as usual THE GRACIOUS HOST.) As a result of the discussions a letter dated March 6 was submitted to GHFA. A copy of the letter is enclosed.

Unfortunately, job commitments, distance, etc., did not permit the GHFA and ALHA representatives to develop all the details. It was agreed, however, that all details will be worked out after the merger.

If there are any questions or comments prior to the annual meeting of the membership, please send them to me for presentation to the Executive Committee which will meet on Sunday, May 24.

If our members approve the merger and if the GHFA members also agree (at their meeting on Monday afternoon), a joint meeting of both organizations will be held on Monday evening.

II

Joint Meeting with Medical Care Section of APHA

The Medical Care Section of the APHA agreed to hold a joint session with the ALHA during the annual meeting of the APHA which will be held during the week of October 18, 1959.

Mr. Jerry Voorhis and Dr. Dean Clark agreed that we commit the new organization to a luncheon and afternoon session on Wednesday, October 21. A program committee will be appointed by the combined Board of Directors to work with Miss Margaret Klem, co-chairman for the Medical Care Section.

Note the data in your calendar.

IV

The ALHA-GHFA have agreed to rent a booth at the APHA meeting for the ALHA exhibit. The latter will have to undergo some surgery and revisions, but the GHFA agreed that it will be worth the expense.

V

The ALHA extends its welcome to the new Center and health program established by the Transit Employees' Union in Takoma Park, Maryland (a suburb of

Washington, D.C.). We are proud that the ALHA was in a position to urge the Transit Employees' Health and Welfare Plan that it arrange to have the Group Health Association provide the medical services and to give guidance and assistance toward the establishment of the Center. This may become another community-wide direct service medical care plan. Congratulations and best wishes.

VI

Institute on Vocational Rehabilitation and Labor Health Services

For many sound reasons it was agreed that the Institute be postponed to December 1959. In the meantime it was agreed to hold 3 local institutes, probably in May and June to explore methods of local procedures and cooperation in matters of rehabilitation. Plans are afoot to hold the first institute in Pittsburgh.

Dr. Walter Lear (of HIP) was appointed to represent GHFA on the program planning committee. (Dr. Lorin Kerr has been co-chairman for ALHA.)

VII

The AMA Commission on Medical Care Plans

The Executive Committee will consider whether the ALHA should send any comments on The Report issued by the Commission to the AMA. Their recommendations will be presented to the membership for definitive action. In the meantime, send any comments on the Report to your president or secretary, Dr. Abrams for presentation to the Executive Committee.

VIII

Treasurer's Report as of April 1, 1959

October 15, 1958 - April 1, 1959

Balance on hand, October 15, 1958	$ 8,832.56
Income	179.68
	$ 9,012.24
Expenses (includes unrepaid loan of $1,000 to National Institute on Rehabilitation)	3,900.22
Balance on hand, April 1, 1959	$ 5,112.02

Our treasurer will give us a detailed and last-minute report at the annual meeting.

The $1,000 loan will be repaid at some future date but prior to the Institute in December.

The $5,000 grant received from the AFL-CIO will be returned to the AFL-CIO because the ALHA could not fulfill the terms of use agreed upon by both

organizations. Accompanying the check will be a letter urging the AFL-CIO to present the check to the new organization.

A number of members have suggested that part of the $5,000 be used to finance any deficit that may be incurred by the Group Health Institute. Your president explored this suggestion with an AFL-CIO representative and was strongly advised that this should not be considered.

In addition to the above balance (+$1,000 and -$5,000) $1,112.02, the ALHA expects a check from the Transit Employees' Health and Welfare Plan for slightly more than $2,000. The balance of ALHA funds as of the time of merger will be presented to the new organization. This should be more than sufficient to help defray any deficits inourred by the Institute in May - that is if a deficit is incurred as a result of poor attendance. Therefore, you must come help make the meeting a success - by your presence and your $10 registration fee. It will be worth every bit of it.

IX

OHIO Legialation

Mr. Glenn Wilson of 146 North High Street, Columbus, Ohio, is representing the ALHA in the state of Ohio for the purpose of developing a program which will alert all organizations and individuals to support such activities which permit the citizens of that atate to develop the widest range of sound, non-profit medical care programs towards the improvement of the people's health. All Ohioans should urge passage of Senate Bill No. 461. (See enclosed brochure.)

X

Minutes of the Annual Membership and Executive Committee meetings held on October 26, 1958, in St. Louis are enclosed.

Re: Membership Eligibility Policy

Please read item in the minutes of the Executive Committee. The committee that was appointed did not meet because of the decision to explore the poasibility of merger with the GHFA.

Applications received since October 1958 have not been processed and are now pending. Fees received from applicants have been returned to them.

Re: ALHA Dues

Pending clarification of the policy regarding membership eligibility it was deemed advisable not to mail any bills for annual dues for 1959 to the members.

You may look forward to a bill for dues from the new organization. We all look forward to your continued membership.

May I, on a personal basis make an unusual plea to each ALHA member, that if possible, you voluntarily contribute the $10 annual dues that you would have paid for 1959 if you had been billed, to the ALHA prior to the May meeting. I can assure you that every dollar will be needed by the new organization and will be put to good use. Thank you.

Morris Brand, M.D.
Medical Director, Sidney Hillman Health Center

Incidentally, even though we were of the opinion that our treasurer should be bonded, nothing was done about it and we are glad to report nothing unusual happened to our funds other than that they were spent reasonably.

Re: Nominations to the Executive Committee and of Officers

As of this moment the understanding with GHFA is that both their Board of Directors and our Executive Committee become the Board of the new organisation until the next annual meeting in 1960. It will probably be necessary to replace members of the ALHA Executive Committee who may resign and whose term of office have expired. A nominating committee will be appointed to present recommendations to the Executive Committee and membership at its annual meeting on May 25. I trust that I won't pull a boo-boo as I did in 1958 (see last paragraph, page 2 of Minutes of Executive Committee) so that everyone but everyone will be happy.

Re: ALHA Publications

The third and last of the series of our pamphlets, "The Physician and Labor Health Plans" has been published. A copy was mailed to each members. Additional copies can be purchased. At present they are in my office. After the merger all pamphlets will be available in the office of the new organisation which will be the present GHFA headquarters in Chicago. You would be amazed at the number of requests - and from whom - for the ALHA pamphlets. The new organization will have the task of publicizing the pamphlets in proper periodicals, etc.

Re: Finances

Under the circumstances no attempt was made to seek additional finances for the ALHA.

Re: Education Committee

Because of the same circumstances this committee remained inactive. There were many excellent recommendations made in 1958 by the chairman, Mr. John Brunn.

Re: Occupational Health Committee

The chairman, Dr. Lorin Kerr informs me that the study of silicosis in metal miners started in November 1958. Also, that as a result of the addition of $128,000 to the budget, the USPHS Occupational Health Division raised its appropriation base to $803,000. The ALHA Committee is deserving of some credit for its activity in this area.

Re: Committee on Statistics

Not active since 1958. A report of past activities and results of the trial use of the statistical form prepared by Dr. Guidotti's committee will be made to the new organization. There is still a great deal of work to be done in this area.

I believe I have covered the major items which should be brought to your immediate attention. If anything has been left out, please write to me.

* * * * * * * * * * * * * * * * * * * *

On behalf of the Executive Committee I extend our deep appreciation for your help in making the ALHA a vigorous organization, which in spite of its youth (or perhaps because of it) and many handicaps managed to accomplish on behalf of Labor, a great service in the health care field.

The ALHA is grateful to the AFL-CIO for its support and financial assistance. We trust and believe that the AFL-CIO will continue to appreciate the value of the organization and extend its support and if necessary, financial assistance to the new organization.

The ALHA activities and in particular the first National Conference on Labor Health Services held in Washington, D.C., last June had an important effect in places that count. Our sincere appreciation to all who made that Conference possible and a success.

This Conference demonstrated that health care is a universal problem that merits whole-hearted support without interference of extraneous considerations. The Conference demonstrated that all of Labor was interested in finding solutions to the health programming problem. In keeping with this concept the ALHA provided information and assistance to all in Labor who wanted guidance in planning for direct service medical plans for their members.

The membership of the ALHA expects this policy will continue to prevail in the new organization. The strength and effectiveness in the new organization will be contained in its ability to help all persons and groups in and out of Labor to learn the value of optimum health, to learn the contents of a good medical care program, and to be assisted and guided in obtaining such programs. Every citizen or group in this country should be able to obtain information and assistance from the new organization - and if they are in a position to do so - give the organization their support.

It should be remembered that in recent years the major advances in the prepaid health care field have come as a result of Labor's conviction that its members and their dependents are entitled to the best services modern medicine has to offer - "and what is good for Labor is good for the American People". It may be said therefore without too much fear of contradiction that Labor as an organized movement with its concerted purchasing power should continue to be considered as the greatest hope for further advances in this area.

Your president extends his personal appreciation and regards to each member. He hopes to meet all of you at the Institute.

Farewell to the Old - Hail to the New!

Respectfully submitted,

Morris Brand.

Morris Brand, M.D.
President

May 1, 1959

AMERICAN LABOR HEALTH ASSOCIATION

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Held in Hotel Statler, St. Louis, Mo.
Sunday, October 26, 1958

The meeting started on Sunday, October 26, 1958, at 9:00 A.M. and lasted until about 1:00 P.M. that day. All members of the Executive Committee were present. At various other times on Sunday afternoon and evening and Monday, members of the Executive Committee met in various places where discussions were continued. The following represents a distillation of all the discussions:

The Minutes of the previous meeting of April 21, 1958, had previously been distributed and corrected. These were accepted as corrected.

The Secretary's report was accepted as previously distributed to the Committee.

The Treasurer's report was accepted. The estimated balance after payment of current commitments is $6400.00.

The President had issued his report combined with a Newsletter to the membership (copies of all reports and the Newsletter attached to official minutes).

Membership Eligibility Policy

In the course of the past year - since the broadening of the membership eligibility policy - a number of questions concerning the application of this definition were raised by the President, the Secretary, Mr. Arons and the Chairman of the Membership Committee, Mr. Mayers After a lengthy discussion of this topic, it was moved by Dr. Sawyer, seconded by Mr. Malamed and unanimously voted to refer this question to a committee to include Dr. Kerr, Miss Bamberger, Mr. Pollack and Dr. Abrams. This committee is to review the present policy and recommend to the Executive Committee not later than February, 1959 (at the time of the Institute on Rehabilitation) a new policy for eligibility and to review, in the scope of their recommended policy the effect on the present membership.

Furthermore, it was agreed that all new applications be held in abeyance until the Executive Committee decides on a definition of eligibility. It was also agreed that the Treasurer not send bills for 1959 dues to members.

National Institute on Rehabilitation

Dr. Kerr reported on the present status of plans for the National Institute on Rehabilitation which will be held February 3rd to February 6th in

in Cacapon State Park, West Virginia. He distributed a report of the Planning Committee meeting held on October 21st, prepared by Mr. Bernard Locker who has been engaged to organize the meeting and edit the Proceedings. Dr. Kerr will later confer with other members of the Planning Committee from ALHA to select approximately 50 persons from labor health groups to be invited to the Institute. The National Rehabilitation Association's Planning Committee is also selecting approximately 50 persons from the general field of rehabilitation. The Office of Vocational Rehabilitation has appropriated $20,000.00 to finance this meeting. However, ALHA was requested to make a loan of $1,000.00 to pay some immediate expenses. This loan will be refunded within a short time, as soon as the OVR grant is received.

It was moved and passed unanimously to loan $1,000.00 to the Institute on Rehabilitation and Labor Health Services.

Issuing of Checks by ALHA

The Executive Committee unanimously agreed that henceforth any checks for over $100.00 should be signed by two out of three of the following members of the Executive Committee: Miss Bamberger, Dr. Kerr, Dr. Brand.

It was also suggested that the Treasurer be placed under bond. Miss Bamberger will look into this.

Nominations for Officers and Executive Committee

Mr. Melamad, Chairman of the Nominations Committee, reported that the Committee is recommending the re-nomination of all the present officers for one year, including a renewal of the terms of Dr. Sawyer and Dr. Guidotti for one more year. Mr. Melamed also recommended that a By-laws Committee be established in order to study and report whether additions should be made to the Executive Committee and also whether there should be limitations in the term of office of officers and what these limitations should be.

Dr. Sawyer questioned the appointment of the Nominating Committee. He pointed out that both the Chairman of the Nominating Committee and one other member are themselves up for re-election and it is improper for them to be on the Nominating Committee. Dr. Guidotti then suggested that a new Nominating Committee be set up immediately. It was agreed by all to do this and a new committee was appointed consisting of Mr. Arons, Mr. Daniels and Mr. Pollack.

The Executive Committee also agreed that a By-laws Committee be appointed. The President will appoint the Committee.

GHFA Institute

The Group Health Federation of America passed a resolution at its last annual meeting in July held at Vancouver, B.C. to invite the ALHA to jointly sponsor the next Group Health Institute. This Institute will be held in New York City in the Spring of 1959. The Health Insurance Plan of Greater New York is desirous of being host to this meeting. After some discussion, it was agreed unanimously to accept this invitation and also to plan that the next annual membership meeting of ALHA to be held at the same time and place. (This may mean that ALHA next year will not have a meeting at the same time as the American Public Health Association.)

New Publications

There was discussion of the third ALHA pamphlet by Dr. Weinerman on "Labor Health Plans and the Physician." It was agreed by all that this draft was satisfactory and ready for publication. It was agreed that 5,000 copies be printed and the printer would be asked to hold the plates indefinitely in the event that we would want further printings.

Washington Conference Proceedings

There was discussion about the possibility of getting the Public Affairs Committee to publish a regular Public Affairs pamphlet based on the Proceedings of the ALHA Washington Conference of last June. This should be a popular interpretation of the meeting. The Public Affairs Committee is quite interested, but would require about $2500.00 to help finance it. Application had been made to the Josiah Macy, Jr. Foundation. There was much discussion about where to obtain this money and the question was left unanswered.

Secretarial Assistance

A motion was made and passed unanimously to authorize the President and the Secretary of the ALHA to spend if necessary not more than $2,000.00 for secretarial assistance between now and the next annual meeting.

Finances

There was discussion of the general problems of finances. It was agreed that the prospectus about ALHA and the method of raising money prepared by Abe Bluestein, Chairman of the Finance Committee, were excellent. All members of the ALHA will be urged to contact the officials of their various unions to obtain money for ALHA. The members will be informed of more details at a later date.

Education Committee

The report prepared by John Brumm was accepted. The Secretary reported that Mr. Brumm's letter and questionnaire to the membership will be going out within a few days.

Occupational Health Committee

Dr. Kerr reported on the work of this Committee. He pointed out that this year occupational health legislation and budget requests received strong labor support. Also, the Public Health Service received an increase of $128,000.00 in its Congressional appropriation to finance a special study of silicosis among metal miners. Dr. Kerr was complimented on his excellent work for ALHA in occupational health and other areas.

Directory of Health Centers

Dr. Abrams stated that he had nothing new to report on this. The AMA will soon publish a revision of their pamphlet on Union Health Centers. Agnes Brewster has already published a comprehensive listing of group health centers by states and there is no immediate need for another such directory.

Medical Audit

Dr. Abrams reported that there is nothing new on the subject. He suggested that this be the subject of a session at the Group Health Institute next Spring.

Annual Dues

A suggestion was made that ALHA increase its dues which are presently $10.00. There was discussion pro and con with no resolution. It was decided to refer this matter to the By-laws Committee.

Committee on Statistics

Dr. Guidotti's (Chairman) report was accepted as it appeared in the Newsletter.

Newsletter Review Committee

Mr. Kramer's report was accepted as it appeared in the Newsletter.

Digest of Proceedings of National Conference

It was agreed that a committee be appointed to prepare for the Executive Committee a summary of all recommendations made at the Conference.

Incorporation

Dr. Brand reported that the papers were almost ready for signatures. Mr. Endler of Drechsler and Leff in New York City has been actively involved in the preparation of the same.

Program for the ALHA Meeting

The program for the Membership Meeting on Sunday afternoon was reviewed with Dr. Brand.

The Sunday meeting was adjourned about 1:00 P.M.

Respectfully submitted

Herbert Abrams, M.D.
Secretary

AMERICAN LABOR HEALTH ASSOCIATION

MINUTES OF THE ANNUAL MEMBERSHIP MEETING

2:00 P.M., Sunday, October 26, 1958
Daniel Boone Room, Hotel Statler, St. Louis, Mo.

There were present at the Membership Meeting 50 ALHA members and 14 guests. President Brand presented a review of the year's activities which he had mimeographed in the form of a Newsletter and distributed to the membership, dated October, 1958. This was accepted.

Mr. Lorin Kerr reported on plans for the National Institute on Rehabilitation and Labor Health Services to be held in February, 1959, and also on the achievements of the Committee on Occupational Health. These have already been detailed in the Executive Committee Minutes.

Mr. Brumm gave the report of the Education Committee which also has been described in the Executive Committee Minutes.

Dr. Abrams reviewed some of the salient events in medical care in the past year. Briefly, these are as follows:

1. The continuing growth of interest in quality of medical care and value received for investment in medical care and the growth of concern about how to control and elevate quality and value.

2. Along with this trend, there has been proportionate action and reaction by organized medicine, both destructive and constructive. We are all familiar with the destructive activities. The constructive activities are reflected in a desire on the part of organized medicine in many places to meet with labor groups and try to work out solutions.

3. The very significant Washington meeting of ALHA in June, 1958 which indicated the tremendous growth of interest in health and served as a good stimulus to further activity to improve our health plans.

4. The continued growth of new union health centers and other group practice plans. For example, the recent development of the Transit Workers program in Washington, D.C. in their decision to participate in the program of Group Health Association and the interest of the United Steelworkers Union in developing group practice plans. The recent difficulties which the railroad hospitals in Texas and Colorado have had with medical societies, apparently result from the fact that in recent years many of the railroad brotherhoods have achieved a majority on the boards of railroad hospitals.

5. The invitation by Group Health Federation of America to ALHA to collaborate in its next Group Health Institute in 1959.

6. Finally, other significant developments were the Unity House, Pennsylvania meeting in which organized medicine participated very eagerly, the recent AMA "Third Party" Meeting in Chicago, and the forthcoming AMA Commission on Medical Care Plans Report which will be given in Minneapolis this December.

Mr. Mohler, Administrator of the Missouri-Pacific Railroad Hospital in St. Louis, described some of the operations of his program.

Future of ALHA

There was an extensive discussion from the floor of suggestions for future activities of ALHA. Following are a resume of the major suggestions made:

Mr. Jerome Pollack suggested that ALHA take stock of the current situation in planning a future program. He suggested the creation of a "task force" to analyze and bring in recommendations for future activities. He pointed out, for example, that while we emphasize the group practice approach, many areas of the country have nothing available to them in group practice and are compelled to purchase other types of health coverage. We cannot limit our activities to promotion of group practice. Nor can we assume automatically that group practice is superior to other types of medical care plans.

Another suggestion was that we develop regional conferences for local labor leaders and others. Dr. Kehl of Group Health Cooperative in Seattle, suggested more cooperation between the Cooperative and labor sponsored plans.

Dr. Michael Davis raised the question of finances. He pointed out that ALHA must determine better its program before it can hope to raise the necessary money to finance it on a full-time basis. Dr. Hoffman of the Sidney Hillman Health Center in Chicago emphasized that ALHA should encourage unions joining together in opening new centers. Max Schoen of the dental group in Los Angeles suggested more emphasis on dentistry. Dr. Allen Kopli[illegible] of the UMWA in Birmingham pointed out that top union leadership needs more education in the health care field.

Dr. I.S. Falk proposed that ALHA first adopt a broad program of activities and then have a small group work out the details and

implementation. He suggested the following areas for emphasis with the primary focus on group practice, direct service prepayment plans:

1. education of labor and consumer groups
2. education of the public
3. technical information and aid services
4. legal services
5. other services
6. research studies on organization and administration, operation and standards.

Dr. Stanley Telser of ILGWU, Chicago, supported the idea of regional institutes and also proposed programs of study of various kinds of plans in regions. Dr. Stein, ILGWU, Philadelphia, pleaded for educating top-level union officials. Mr. Melsmed, AFL Medical Center in Philadelphia, urged that ALHA and GHFA merge. Mrs. Goldie Krantz of ILWU-PMA Welfare Fund, San Francisco, pleaded for more education for rank-and-file union membership. Mr. Leif Thorne-Thomsen of Union Health Service, Chicago, suggested organized discussion for future meetings.

To implement the suggestion of Dr. I. S. Falk, a motion was made that ALHA set up a "working-party" to look into the situation and recommend a program of activities. The motion was moved, seconded and voted unanimously.

Mr. Richeson of Transit Workers in Washington, D. C., thanked ALHA and specifically Dr. Kerr, Henry Daniels, Harold Mayer and Dr. Brand for their invaluable help to the Transit Workers in helping them to organized their plan and participate in the Group Health Association in Washington, D.C.

Nominations and Elections

Mr. Henry Daniels of the Nominating Committee recommended that nominations for new officers be delayed until the meeting in the spring of 1959 and that the current officers serve until re-elected or replaced at that meeting. President Brand ruled Mr. Daniels out of order. Dr. Hoffman of Chicago then moved that the present officers be re-elected by acclamation to serve until the next membership meeting. Dr. Brand removed himself from the Chair and Mr. Malamed (Vice-President) took over the Chairmanship of the meeting. Dr. Hoffman's motion was passed despite the fact that Dr. Brand insisted that he would no longer serve as President. Meeting adjourned at 5:15 P.M. by the Vice-President.

The following morning, at a special meeting of the Executive Committee, Dr. Brand agreed to serve until next spring when he insisted that he should be replaced.

Respectfully submitted

Herbert Abrams, M.D.
Secretary

CHAUFFEURS WAREHOUSEMEN AND HELPERS OF AMERICA

ADMINISTRATIVE FILE

American Light Opera Company

X

MEMO TO: PRESIDENT HOFFA.

You may have seen these from this morning's paper. This is terrific-type publicity for you personally and for the organization. This type of thing is comparatively inexpensive but it pays off well. Perhaps we can do some more of this kind of thing in the future.

Jake

Post 9/15/60



Photos by Bob Burchette, Staff Photographer

MEETING THE 'TOP': Cecilia Karikas shakes the hand of the man who loaned the Teamsters Union Auditorium to the American Light Opera Company—James R. Hoffa, president of the International Brotherhood of Teamsters. The Bureau of Rehabilitation, area prisoners' aid society, benefited from last night's performance of "Cox and Box" and "The Old Maid and the Thief." "I thought I might as well go to the top," explained Miss Karikas, who met Hoffa for the first time last night.

Teamsters Do Part For Prisoners' Aid

By Bill McPherson

James R. Hoffa, president of the International Brotherhood of Teamsters, turned over his Teamster Union Auditorium last night to a worthy cause: prisoners' aid.

Hoffa, who'd had a few brushes with the legal system himself, and has seen the inside of a jail (18 times in 24 hours during one 1939 strike in Detroit), "was delighted" to lend the auditorium for last night's performance of "Cox and Box" and "The Old Maid and the Thief"—two light operas presented by The American Light Opera Company to benefit the Bureau of Rehabilitation, a United Givers Fund agency.

Not only was Hoffa "delighted," said Cecilia Karikas, who arranged for the use of the auditorium, "he was very, very nice and cooperative, since it was such a worthy cause." The Bureau of Rehabilitation is the prisoners' aid agency in the Washington area and it begins helping the released prisoner where the official agencies leave off.

The bureau's current project is a youth program that will receive proceeds from the benefit, and also share in the net proceeds from ticket sales to the remaining four performances, closing with a matinee Sept. 18. The bureau, according to its executive director, Harry Manley, is setting up a sponsor program to recruit competent adults to befriend boys at the National Training School.

For all this, the bureau and the American Light Opera Company got the fullest cooperation from Hoffa and the Teamsters, who had to have "No Smoking" signs made for this, the first public performance in the auditorium. But they ran into a little difficulty with the Treasurers and Ticket Sellers Union, which felt that a professional ticket-taker should be installed at the door to tear tickets.

This problem was solved amicably because the amateur group's performance was a benefit and tickets weren't torn, they were simply "checked."

The Australian Ambassador and Mrs. Howard Beale, Mr. and Mrs. Cyrus Ching and former Ambassador and Mrs. Myron Cowen were among those at the auditorium. They were guests of Jane Merilley, who entertained at her apartment afterwards for her guests and the cast. Jimmy Hoffa, who ducked out before the curtain was raised, was apparently the only former "prisoner" there.

Postlude

Teamster Hall Inadequate for Dramatic Works

By Paul Hume

The Teamsters Union has one of Washington's most elegant looking buildings, with an unrivaled vista of the Capitol.

On the ground floor of the house that Beck built is an intimate auditorium, beautifully designed to hold around 800 people. Its back wall is of a handsome dark wood, the side walls brightened with pierced gold and white abstract shapes of a substance that reflects sound back in good, live manner.



Nome

Last night the Teamsters Union, on open-handedly generous terms, turned over its auditorium to the American Light Opera Company for the first of five performances of a double bill that pairs "Cox and Box," by F. C. Burnand and Arthur Sullivan, and "The Old Maid and the Thief," by Menotti. Evening performances tonight, Friday and Saturday nights at 8:30 will be followed by the finale at 2:30 on Sunday afternoon. Last night's opening was a benefit for the Bureau of Rehabilitation.

Unhappily the stage of the auditorium was not designed to accommodate even the most modest dramatic works. "Cox and Box" is played by three men, "The Old Maid and The Thief" by three women and one man, with a walk-on part for a second man. But the stage of the handsome auditorium is shallow and there is simply no space for even the most limited movement. This, plus the usual first night lighting jitters hampered a lot of the planning that has gone into the lively pair of operettas.

Furthermore, in the Menotti, a door at stage right persisted in swinging open with a stubbornness unmatched in my years of going to these things. Half the time it kept the audience laughing as it would gently but firmly refuse to stay shut, sliding to and fro.

Then there was Mr. Menotti's line in the scene where the two ladies break into a liquor store where one of them says that a funny noise "is just part of the orchestration." Since the evening's orchestra was skillfully provided by pianist William Peterson, this gave the audience a laugh.

Yet with all these problems, the two pieces made considerable effect. "Cox and Box" shows how much Sullivan gained when he met Gilbert. Its book creaks and creeps most of the time. Only the enlivening acting, much of it appropriately slam, of Robert Brandzel, Anthony Thompson and James Ueberhorst keep it going. After all, what can anyone do with a lullaby to bacon that goes, "Husband is the bacon on the grid." Yet Thompson did much to it by his appealing style and approach.

Washington saw a superb mounting of the Menotti in the first year of the Opera Society. Memories of it do not dim over the four

if the American Light Opera crowd can make that door stay shut and cue the lights more promptly then, granting its stage handicaps, its performance has much pleasure. Alice Dutcher's Miss Todd, Marily Taylor Savage as a knowing and winning Lucittia, and Ardis Cane's excellent picture of Miss Pinkerton give the piece three good ladies, while Leslie Guinn has the role of the thief competently in hand.

It would be wonderful to report that the house of Hoffa was a vital addition to our meager store of operatic and theatrical sites. But the best we can do is to thank the teamsters for their friendly spirit in permitting its use. We still need theaters.

ADMINISTRATIVE FILE
American-Marietta Co.
X
X

April 22, 1960

Depart ment YA
American-Marietta Company
Chicago 11, Illinois

Daar Sir:

I would appreciate receiving a copy of your special report, "The Years Ahead: 1960 to 1975".

Thank you.

Very truly youre,

H. J. Gibbone
Executive Assistant to the
General President

HJG/yk

Press Intelligence, Inc.
WASHINGTON 1, D. C.

WILMINGTON (Del.)
NEWS

Circ.: m. 30,216

Front Page | Edit. Page | Other Page

Date: FEB 21 1964

ADMINISTRATIVE FILE
American Medical Association
X

The Readers' Forum

In Defense of A.M.A.

Editor, The Morning News:

In your Jan. 31 edition columnist Robert C. Ruark has [illegible] the ranks of those attacking the United States medical profession as what apparently is a well organized, ruthless, effort to force political medicine on the United States public.

Perhaps it is time for the medical profession to take time out from treating patients and explain just why medical care for the aged, or anyone else, should not be under Social Security.

To provide medical care for all having social security would be a very expensive program for our already overburdened system. At present, people get when they need it. In England and other places having socialized medicine, over-use of medical facilities, since they are free, frequently prevent the really ill from getting attention promptly.

In spite of Robert Ruark's insulting and charges, the A.M.A. will continue to advise what is acknowledged to be the best medical care in the world. Comparing the A.M.A. to Jimmy Hoffa in a desperate effort to discredit those who are opposed to socialized medicine, not only because they think it distasteful for the medical profession, but because it will not give the kind of medical care the public wants and should have, Senator McNamara's estimate of providing medical care for the price of two packs of cigarettes a week per person is ridiculous.

The Mills Bill, (Public Law 86-778) which became effective Oct. 1, 1960, provides payment for medical care for the aged needy. Delaware's elected representatives in Washington voted for this bill. For Delaware citizens to benefit, the state must submit a plan and have it approved by the secretary of health, education, and welfare. Benefits of approximately $60 federal funds for each $40 of state funds will be provided.

Regardless of the outcome of future legislation in Washington, Delaware's older citizens could help now and should not have to wait until the outcome of new programs in Washington.

Our state agencies concerned should, with all haste, submit a plan and get approval from the secretary of health, education, and welfare so that our legislature can be provided with a suitable bill providing matching funds.

JAMES E. MARVIL, M.D.
Laurel, Feb. 7.

Press Intelligence, Inc.
WASHINGTON 1 D C

WASHINGTON (D.C.)
POST & TIMES HERALD

Circ.: m. 393,718
S. 446,764

Front Page | Edit Page | Other Page

Date: JAN 9 1961

ADMINISTRATIVE FILE
American Medical Association
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X

The Washington Merry-Go-Round

AMA 'Stacked' Talks on Aging

By Drew Pearson

Some 2700 delegates meet in Washington today to discuss one of the most important questions of modern civilization—the problem of elderly citizens. What the public doesn't know, however, is that about 40 per cent of the delegates to the White House Conference on the Aging have been carefully picked in opposition to the Kennedy plan for medical aid to the aged.



Pearson

They were picked thanks to a quiet and skillful campaign by the American Medical Association, which battled against the Durand bill at the last session of Congress and which Harry Truman describes as "the biggest trust in the world."

"The AMA," said Truman, "has always been against anything for the welfare and benefit of ordinary people."

Apparently the AMA has tipped a hat from the high rank Truman gave it, for records on file with the Clerk of the House of Representatives show that AMA now ranks only sixth in spending money for lobbying. It used to rank first. During the first half of 1960, the records ranked a bit below the Brotherhood of Teamsters, the AFL-CIO, the Federation of Post Office Clerks, the teachers, and the Farm Bureau in spending money to lobby with Congress.

Recently, however, the American Medical Association has voted to increase the dues of doctors to the extent of $2.8 million, which will give the AMA about $18 million yearly. Part of this, according to an AMA report, has been earmarked for "expansion by the communications division of the program of faithfully portraying the image of the American Medical Association."

Doctors' Trade Union

This column many times has paid tribute to the great contribution of the medical profession to American civilization. It has urged that because of the long years of study necessary to become a doctor, physicians be given personal tax depreciation allowances. However, when the medical profession gets into the lobbying business along with the teamsters, the AFL-CIO, and others, the public has a right to read the record of the AMA's activities.

The manner in which the AMA went about stacking the delegates to the White House Conference on the Aging is told by W. J. Blasingame, AMA executive vice president. His strategy was to keep social workers from being appointed delegates, replace them with insurance executives, businessmen, and doctors who would oppose Kennedy's medical aid for the elderly.

"The AMA Field Service Division," said Blasingame, "worked with the states in getting physicians' representation on the governors committees on aging, which have the responsibility of developing statements to be presented to the White House conference.

"The states were also encouraged to work with the insurance industry, chambers of commerce, and like groups, to likewise obtain representative delegates... This met with an excellent degree of success, in spite of the fact that social and welfare workers immediately and spontaneously requested that they be designated among the state delegates."

The AMA has also been groaning America's pretime sweetheart, Mary Pickford, more recently called the "Sweetheart of the Medical Profession," to help propagandize the doctors' viewpoint. One AMA press release quoted the sweetheart of the doctors as saying: "As worthy as some politicians are, I wouldn't want them operating on me."

Mailbag

Rev. Henry Hope, Jr., Jackson, Miss.—The Christian Brothers, a Catholic organization in California which produces wine and brandy, does pay taxes. They are not tax exempt. They have, however, protested their taxes, though two years ago they made an agreement with the Internal Revenue Service for the payment of $489,000 in back taxes. After making the agreement they paid this amount under protest and filed suit in the U. S. District Court of California for the return of same.

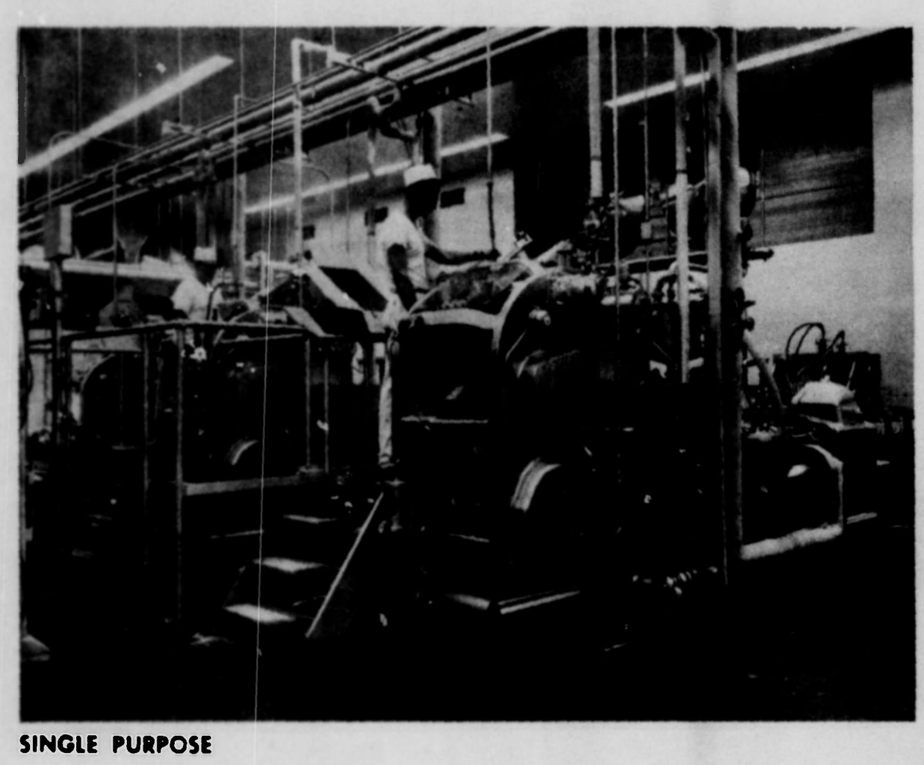
Internal Revenue was provoked at what it believed to be a backtrack on an agreement, and promptly filed another claim for $1,350,000 of back taxes, penalties, and interest. Both suits are now pending in the U. S. District Court in San Francisco. The Christian Brothers suit is under the name of De La Salle Institute. . . Sen. George Aiken of Vermont.—The red devon bull calf named "Senator George Aiken" in your honor by your colleague Sen. Wayne Morse of Oregon, isn't doing so well. Make sure that your colleague from Oregon is feeding him properly. Intelligence from a neighboring farm indicates that "Senator George Aiken" has the serum.

Headlines, Footnotes

On January 3, Arthur Goldberg, who will be the new Secretary of Labor, became unemployed for the first time since he was 12 years old, at which time he used to carry packages of shoes on the streetcars of New York as a shoe delivery boy. Goldberg has just resigned from his law firms and from all labor unions. He will be unemployed until January 20, when he becomes Secretary of Labor. Goldberg even sold his stock in the Condado Beach Hotel in San Juan, because he has to apply the minimum wage act in Puerto Rico, and it might involve employees of the hotel, of which he once owned a small share. . . . President-elect Kennedy is expected to bring back former President Truman's census director, Roy Peel. Now a University of Utah professor, Peel fits into the intellectual pattern of the new Kennedy team. . . . Jackie Kennedy's double, Mrs. Francis Westerman of Fair Lawn, N. J., will attend the Inaugural Ball after all. After this column reported she was trying to wangle an invitation, Congressman-elect Charles Joelson of New Jersey arranged tickets for her, and the Florist Telegraph Dealers Association offered to finance her trip.

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ADMINISTRATIVE FILE
American Milk Review
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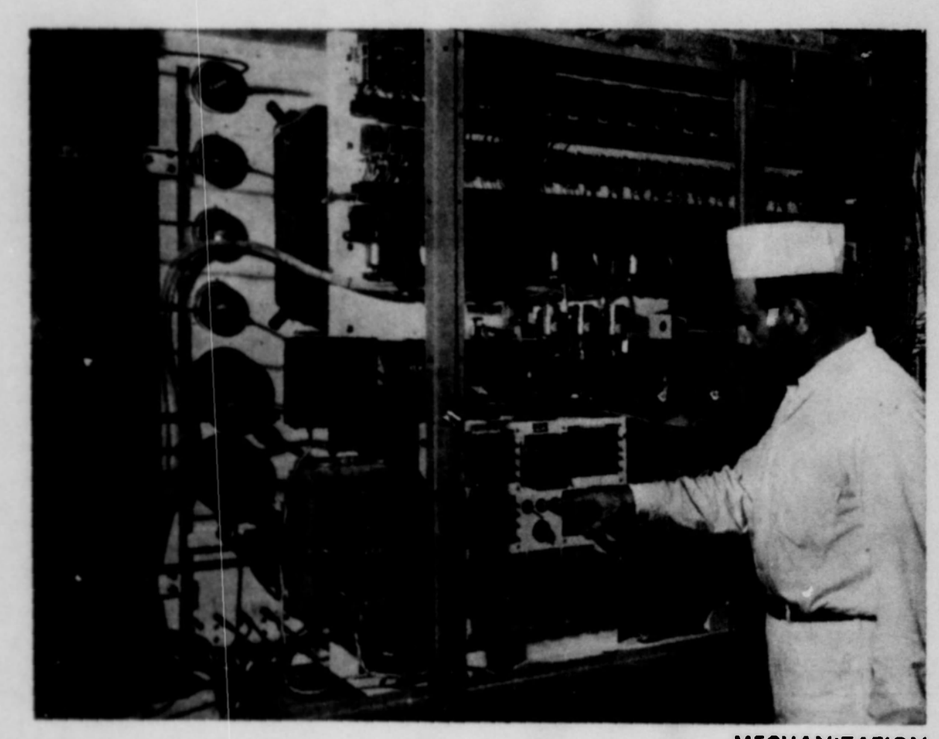
SINGLE PURPOSE

Automated, Single Purpose Stop & Shop Stores

Product is under refrigeration from receiving deck to consumer's market basket in the store. Dual facilities are used to prevent tie-up caused by mechanical breakdowns.

THE DESIRABILITY of exercising direct control over fresh fluid milk from the receiving dock to the consumer's market basket was the principal factor that prompted Stop & Shop Stores of Boston, Massachusetts to build their own milk plant. The result is a highly mechanized operation that processes only fluid milk and this only in quarts and half gallons. From the moment the raw milk is received to the time a customer removes a package from the display case in the store, the milk is under refrigeration except for that period of time when it is going through the pasteurizer and the fillers. In the plant, over the road, at the store, low temperatures are maintained so that the initial quality of the milk is preserved.

Stop & Shop is a food distributing organization in New England. The firm has 118 stores in Massachusetts, Rhode Island and Connecticut with a sales



MECHANIZATION

Plant Opened by

By NORMAN MYRICK

volume that will top $200,000,000 in 1960. The greatest concentration of stores is found in the Boston area which is the reason why the milk plant was located in the metropolitan complex.

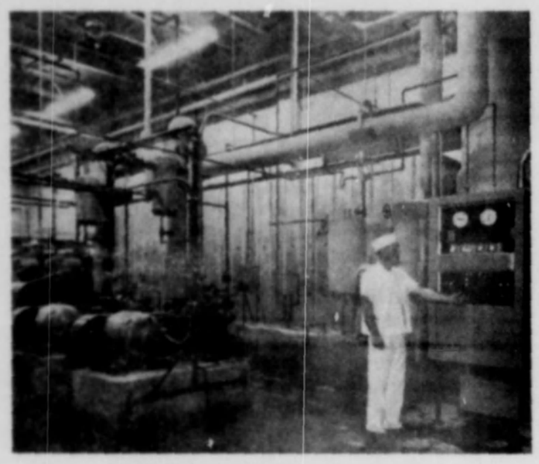
The company was founded in 1915 under the name of Economy Grocery Stores Company. In 1946, the name was officially changed to Stop & Shop, Inc. Present management is headed by Sidney R. Rabb, chairman of the board, and Joseph Rabinowitz, president. Norman S. Rabb is senior vice president and Irving W. Rabb is executive vice president.

The milk operation is the responsibility of Arthur Norris who recently joined the firm as manager, quality control-food development. Mr. Norris, formerly executive vice president of Boston's Whiting Milk Company, is a man with a solid record of achievement in procurement, production and top management in the milk business.

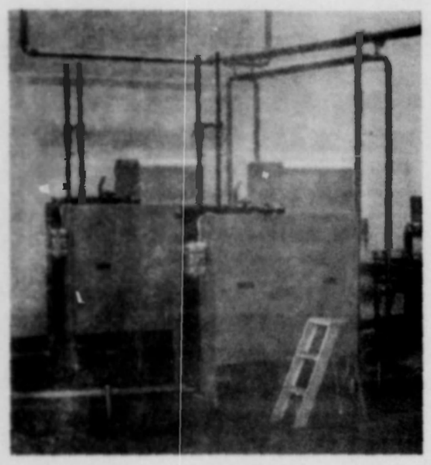
A basic element in the philosophy that permeates the Stop & Shop organization holds that people are fundamental in the company's operation. If customers do not find the values they anticipate, they will not come back to Stop & Shop stores. Consequently, merchandise must be of such a quality that it provides the value that customers expect. Furthermore, the company declares, customers should feel that their business is appreciated, that the store wants them to come back. It is a difficult atmosphere to develop in a large super market if for no other reason than size and numbers of people involved.

Stop & Shop management has made a studied and apparently rather successful effort to develop a store that expresses this idea of customer importance. The stores are spacious with more than the ordinary amount of aisle space. Color schemes are in pastel shades that give a sense of comfortable relaxation.

Dale Seiberling, Klenzode Products, Inc., was the consulting engineer on the Stop & Shop plant. Mr. Seiberling says this plant is the "dream plant" he envisioned in an article he wrote for the American Milk Review four years ago.



Dual facilities are used to provide a safety factor in the event of a mechanical failure. Two generators and two compressors are shown at left in this photograph.



Two automatic casers feed these two case stockers. One stacker can handle output of both casers. In event of caser trouble, one caser can handle half gallons while quarts are cased by hand.

Displays are inviting. We were especially taken with the vegetable counter which was not only attractive but gave the impression of being stocked with items of consistently high quality. So often a super market display has a picked-over look late in the day. We visited a Stop & Shop store about five o'clock in the afternoon. The vegetable and fruit display looked as though it had just been set up.

Clerks were, without exception, neatly dressed. The soiled aprons which are a common characteristic of people at the meat counter were not to be seen. Cashiers at the check-out stations were cheerful and very courteous. There was no feeling of rush and let's get this character out of the way so we can close up the joint. There was a friendly, comfortable atmosphere pervading the store that made it a pleasure to stop and shop.

We dwell on the matter of management philosophy because it explains the decision to go into the milk business. Stores like milk because it is a fast turnover item. When we visited one of the Stop & Shop stores late in the afternoon, a stock clerk was reloading the dairy cabinet with a fresh supply of milk in quarts and half gallons. He had thirty cases of milk, a volume which Mr. Norris said would be all gone by the time the store closed.

Emphasis on Quality

In addition to turnover is the fact that people expect a store to carry milk. In the Stop & Shop philosophy of giving value, it follows that if a store is to carry milk it should carry the best. The question was "how can we get the best?" The answer, in the minds of Stop & Shop management, was through quality control with particular emphasis on control from the plant to the customer's market basket. Indeed, efforts to preserve quality went even beyond that. One of the first signs that we saw in the store urged customers not to leave perishables in their cars but to get them home and into the refrigerator as soon as possible. As a practical matter, however, real control can be exercised only up to the point of purchase. The company determined that it would exercise this control.

This is an important point. It is widely held, in these days when vertical integration is a prominent phrase in retail distribution, that the principal reason for vertical integration is profit. While, in a broad sense, this is true, the idea that through vertical integration a store can widen its profit margin on a particular item was not much of a factor in this case. Milk prices in Boston and Massachusetts in general have been depressed for nearly five years. Margins have been squeezed to the vanishing point. The fact is that profit margins in the current Boston market are not sufficient to serve as a very strong incentive for a venture into vertical integration. The answer must lie elsewhere. For Stop &



Bulk wax is pumped into this tank from tank truck. Wax moves by pipeline to filler. Plant handles only quarts and half gallon cartons. Most of the production is in half gallons.

Shop, the answer was that the company believed it could get a consistently better quality milk at no greater cost by operating its own milk processing plant.

Refrigeration is the big gun in Stop & Shop's quality control arsenal. From the moment the milk leaves the filler until the customer lifts the package out of the refrigerated display cabinet the product is under constant refrigeration. The packages of milk move from the filler to the cases, from the caser to the case stacker, by conveyor through the cold room to the loading platform. The stacked cases of milk are taken directly from the conveyor on the loading platform and moved into refrigerated trailers. The refrigeration unit on each trailer is plugged in immediately on arrival at the platform so that the van is cold when the milk is loaded. Loaded trailers are driven by one man over a regular store route. The routes usually embrace from 10 to 12 stores. Each store is equipped with an outside, walk-in cooler. The trailer pulls up at the cooler. The driver moves the amount of milk specified in the order from the trailer to the cooler and goes on to the next stop. The store people pull milk out of the cooler and place it in the display cabinet as it is needed. It makes no difference whether the store is open or closed, whether stock clerks are busy or not, the delivery system is independent of store hours or store personnel. Be it midnight or high noon the cooler at the store is ready to receive milk. In this manner the milk is under refrigeration except for the few moments that are required for it to be moved from filler to loading platform, from trailer to store cooler and from store cooler to display cabinet. The time that elapses during these periods is a matter of seconds and minutes, so small that for all practical purposes the product is under refrigeration at all times.

The refrigeration units on the trailers are powered by electricity when the trailers are at the plant and by propane gas when they are on the road. Propane gas is used because by so doing it becomes unnecessary for the driver to put gasoline in the power section of the refrigeration unit, which drivers, being human, sometimes forget to do. The refrigeration units are plugged into the plant power system immediately on being parked regardless of whether they are empty or full. Consequently they are always cold when they receive milk.

The outside coolers at the store are insulated walk-in boxes covered with aluminum siding inside and out. They are cooled by self contained refrigeration units.

The plant that Mr. Norris developed to fit into the quality control system is highly mechanized. Only two packages are used, Pure-Pak quarts and half-gallons, mostly homogenized vitamin D. A relatively small quantity of creamline milk is also put up. The principal product is homo vitamin D in the two sizes. The runs are long and efficient. No other products are made or handled. It is what Mr. Norris calls a single purpose plant. Its function is to turn out half gallon and quart packages of milk as rapidly, efficiently and of as high quality as possible. This is exactly what it does.

Simple and Functional

In design the plant is the essence of simplicity. It is completely functional. Exterior walls are brick. The original plan was to build the plant without any windows at all. Architects persuaded Mr. Norris that people would not work effectively in offices without windows. As a result of this counsel the plan was modified to include three windows on the front where the small office space is located. The absence of windows was justified on the theory that effective lighting is provided artificially which made it unnecessary to have windows for that purpose. Where there are no windows there is no window cleaning bill.

Interior building space provides for two small offices which are all that are necessary. There is a large, high ceiling processing room with buff colored



From the case stackers, product moves to loading platform via the cold room. There are no stops on the way but in the event of a stoppage most of the stacks on the conveyor would be in the cold room and under refrigeration.

Maintaining product under constant refrigeration is key element in the Stop & Shop quality control program. The four photographs shown on these pages illustrate step-by-step sequence from fillers to the store.



Milk is shipped to stores in refrigerated van trailers. Electric power is used for refrigeration unit at the plant, propane is used on the road.

Refrigeration unit is plugged in immediately on trailer's arrival at plant. In this way low temperature of van is maintained so that it is cold when new milk is loaded.



tile walls and the customary tile floor. A receiving deck, utility room, dry storage room, cold room, combination lab and test kitchen, and loading platform complete the arrangement. The plant reminded me of an athlete trained to a fine edge. It is all muscle and bone, lean, powerful, efficient and, in its functional simplicity, rather beautiful.

The concept of a mechanized plant means that the plant was designed for casers, case stackers, bulk receiving, bulk wax, in-floor conveyors and cleaning in place. It was not, as is so often the case, a plant built for one kind of processing that is converted to another kind. This plant was built for automation. The difference that this approach involves is illustrated by the background of the men who run it. Says Mr. Norris of the plant force, "We have four mechanics and one dairyman. We

are training the mechanics to be dairymen rather than training dairymen to be mechanics."

Perhaps the most impressive thing about the plant, other than its efficient simplicity, is the degree to which the disrupting effects of mechanical breakdowns have been discounted. Wherever it was reasonably possible, equipment is hooked up in tandem. There are two boilers, two ammonia compressors, two air compressors, two casers and two case stackers. The utilities such as the compressors are cross wired. Each compressor is capable of carrying the plant load. With the cross wiring system if one compressor cuts out the other one cuts in automatically. The same is true of the boiler arrangement. As a result of this tandem approach no specialized attendants are required for the utilities. What attention they need can be provided by the six-man plant operating force.

Casers and Stackers

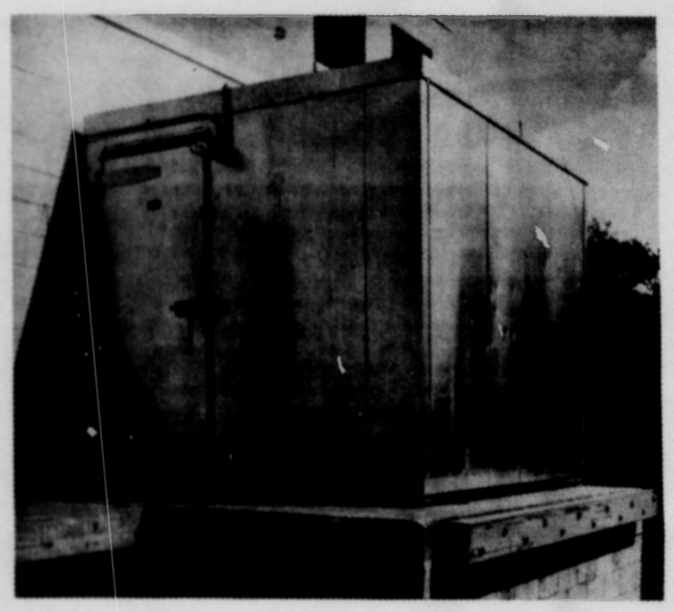
The casers and stackers afford another example of the safety factor provision. There are two casers, one for half gallons and one for quarts. The caser handling the quarts is a half gallon caser with a quart head. In the event of a breakdown on the half gallon caser which handles the biggest volume, the quart caser could be converted back to a half gallon caser by changing the head. The half gallons because they are numerically the principal package would continue to be cased mechanically while the less numerous casers would be cased by hand.

The use of two stackers is a product of the same concern with a safety factor. Ordinarily a plant would have one stacker. An accumulator would be installed on the conveyor system and alternating groups of cases from the fillers would be fed into the stacker. By using two stackers, each capable of handling the output from the fillers, the chance of a tie-up because of a breakdown is greatly reduced. If one stacker goes on the fritz the other one can carry the mail.

Drainage Systems

There are a number of other somewhat unique but effective ideas incorporated into the plant. For example, the drainage system consists of pipes laid in straight lines, each line terminating in a trap. From these three traps additional lines lead to a master trap. The traps are designed to catch wax. The first three traps are cleaned once a week and have proved so effective that little or no wax has been found in the final trap.

Carton blanks for the paper machines are moved from the dry storage to the fillers on fork lift trucks. At the fillers a connection is established between a control on the operator's platform and the fork lift. By pressing a button the operator running the Pure-Pak machine can control the raising or lowering of the arms on the fork lift. The operator goes to the dry storage, gets a load of blanks and brings them to the paper machine where he parks the loaded fork lift truck. He establishes the control connection by plugging in an extension line. By



Walk-in coolers at stores allow milk to be shifted from refrigerated trailer to refrigerated storage regardless of whether store is open or not. Stock clerk draws product from cooler as necessary.

pressing the control button he raises the load of blanks to a height he finds convenient and safe for unloading. As the height of the load is lowered by the removal of blanks the operator compensates for it by raising the fork lift. In this way he never has to bend down or get in an awkward lifting position.

The entire plant from receiving to loadout including the operation of the three fillers which consist of two half gallon and one quart machine, is run by six men. Each man is trained in each phase of the plant work so that jobs are interchangeable. Men are shifted from time to time so that the work is varied for the individual and so that he will remain familiar with all of the procedures.

Responsibilities Defined

The plant operates on a five day week. There are no swing men. There is an advantage here on which Mr. Norris has capitalized. Responsibility can be fixed. One man and one man only is on a particular job during a given week. If anything goes wrong he does not have a swing man on whom he can lay the blame. No one else was associated with the particular work or piece of equipment. The responsibility is clearly defined.

A very reasonable if somewhat unexpected dividend has been produced by the mechanization of the plant. It is popularly held that mechanization reduces the human element in industry to the level of the robot. Among plant people at Stop & Shop I found the opposite to be true. The men were enthusiastic about the plant, not because it made their work lighter, although that was undoubtedly a factor, but primarily because it made it more dignified. The tedious drudgery of casing by hand was performed by a machine. A man *supervised* the machine. This is a most meaningful change in status. Far from the machine being the master of the man, the man is the master of the machine.

Automation at Work

The Stop & Shop plant is an excellent illustration of automation at work. Machines do the hard, repetitive tasks. Men do the supervising. But machines are not able to do complicated things unless the machines are extraordinarily complex. Complex machines are very high priced affairs. The emphasis, therefore, is on simplicity. The simpler an operation can be made the more adaptable it is to automation. The Stop & Shop plant, with its single purpose character, is a milk processing operation reduced to the essentials. It takes some pretty careful and experienced thinking to arrive at this point but when it is achieved the machine can be put to work. That, in substance, is what has happened at this plant: — men furnish the brains, machines do the work.

American Milk Review

ADMINISTRATIVE FILE
American Motor Carrier
X Ault, Julie
X

June 21, 1954

COPY

Mrs. F. W. Ault
1400 Gentry Lane
Charlottesville, Va.

Dear Mrs. Ault:

I have your letter of June 8.

Mr. Beck is not interested in the issue for any foreseeable date.

Regarding the monthly column, Mr. Beck's many commitments and responsibilities prohibit his undertaking such a venture.

Thank you for your interest in Mr. Beck and the International Brotherhood of Teamsters.

Sincerely,

C. M. Rogers
Public Relations Department

CR/at

Virginia
THE VIRGINIA RECORD
"Founded 1878 to Tell the Virginia Story"
EDITORIAL OFFICES: SUITE 7, MUTUAL BUILDING
PHONE 7-6717 -:- P. O. DRAWER 2-Y -:- RICHMOND, VIRGINIA

June 8, 1954

1406 Gentry Lane
Charlottesville, Va

Mr Charles M. Rogers,
Public Relations Department,
International Brotherhood of Teamsters,
Washington, D C.

Dear Mr Rogers:

Thank you for your letter received this morning. You state you have decided against the issue at this time. May I ask if Mr Beck would be interested in this for a future data and if so, approximately when?

Also, did you take up the matter of a column monthly by Mr Beck in the AMERICAN MOTOR CARRIER? You did not mention this and it was one of the things we discussed.

Sincerely,
Julia Gwin Ault
Mrs F W Ault,

we don't anticipate using DMC at all!

ADMINISTRATIVE_
American Motor Carrier
X
_X

June 7, 1954

COPY

Mrs. Julie G. Ault
1405 Gentry Lane
Charlottesville, Virginia

Dear Mrs. Ault:

Regarding our recent discussion of the proposed American Motor Carrier issue devoted to Mr. Beck, this is to advise you that we have decided against going ahead with it at this time.

Thank you for your interest in Mr. Beck and the International Brotharhood of Teamsters, I am

Yours truly,

Charles M. Rogers
Public Relations Department

CR/at

American MOTOR CARRIER

EDITORIAL AND BUSINESS OFFICES
1108 BARNWELL STREET
COLUMBIA, S. C.

TELEPHONE 2-8691

P. O. DRAWER 629
COLUMBIA, SOUTH CAROLINA

May 3, 1954

Mr. Dave Beck
International Brotherhood of Teamsters
100 Indiana Avenue, N.W.
Washington 1, D. C.

Dear Mr. Beck:

We are interested in publishing a feature on the International Brotherhood of Teamsters using a photograph, possibly in color, of Mr. Beck on the cover of a coming issue of the AMERICAN MOTOR CARRIER.

I am enclosing herewith a copy of the AMERICAN MOTOR CARRIER which I believe will give you some idea of our publication and its coverage of the southern trucking industry.

Mr. Davies, the publisher of the AMERICAN MOTOR CARRIER, is in Washington on business matters at this time and would like to drop by your office and discuss details of such a feature with someone from your organization while he is in your city.

I look forward to hearing from you on this matter at your earliest convenience.

Cordially yours,

AMERICAN MOTOR CARRIER

Sidney L. Wise
General Manager

SLW:bh

Mrs. Julia D Ault
1406 Gentry Lane
Charlottesville, VA.

American MOTOR CARRIER

EDITORIAL AND BUSINESS OFFICES
1106 S. ENWELL STREET
COLUMBIA, S. C.

TELEPHONE 2-8691

P. O. DRAWER 629
COLUMBIA, SOUTH CAROLINA

April 9, 1954

Mr. Dave Beck
International Brotherhood of Teamsters
100 Indiana Avenue, N.W.
Washington 1, D. C.

Dear Mr. Beck:

We are interested in publishing a feature on the International Brotherhood of Teamsters, using a photograph of yourself in color on the cover of one of the coming issues of the AMERICAN MOTOR CARRIER.

I am enclosing a copy of our magazine herewith which I believe will give you some idea of our publication and its coverage of the southern trucking industry.

If necessary someone from our organization could possibly be in Washington to discuss the details of such a feature more fully with yourself or some member of your staff. I look forward to hearing from you on this matter at your earliest convenience.

Cordially yours,

AMERICAN MOTOR CARRIER

Sidney L. Wise
General Manager

SLW:bh

Enc.

Discuss briefly & give them what they want

Deal briefly with them

Just a racket we get into.

Telephones: CRestview 1-5254—1-5255 Cable Address: "AMERMUSIC"

ADMINISTRATIVE FILE

AMERICAN MUSIC, Inc.

American Music, Inc.

9109 SUNSET BOULEVARD • HOLLYWOOD 69, CALIF.

October 29, 1963

James R. Hoffa, General President,
International Brotherhood of Teamsters,
25 Louisiana Ave.,N.W.,
Washington, 1, D.C.

Dear Mr. Hoffa:

Thank you for your letter of recent date, acknowledging receipt of the "SONGS OF THE COAL MINES" Album.

We are happy to mail you the 2 additional albums you have requested and these are going out to you under separate cover.

Your interest and cooperation in helping bring these songs to the attention of the public are much appreciated.

Cordially yours,

AMERICAN MUSIC, INC.

Sylvester Cross

Sylvester Cross, President

SC:mm

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ADMINISTRATIVE FILE
American Music, Inc.
X

October 25, 1963

Mr. Sylvester Cross, President
American Music, Inc.
9101 Sunset Boulevard
Hollywood 69, California

Dear Sir:

Thank you for the album "Songs of The Coal Mines".

I would appreciate receiving two more albums.

Very Truly Yours

James R. Hoffa
General President

JRH/yk

Telephones: Oldstview 1-5254—1-5255

Cable Address: "AMERMUSIC"

AMERICAN MUSIC, Inc.

9169 SUNSET BOULEVARD • HOLLYWOOD 69, CALIF.

October 3, 1963

Gentlemen:

We send you with our compliments, the enclosed Album

"SONGS OF THE COAL MINES"

written and recorded by MERLE TRAVIS, writer of "SIXTEEN TONS".

This week we are distributing over 2000 "SONGS OF THE COAL MINES" albums gratis to the radio stations of the country. I am sure you will agree with us that this group of 12 songs deserves fullest exposure. Any assistance you can give in helping us bring this new album to the attention of the public will be most appreciated.

These songs are sincere, authentic and powerful, written as only MERLE TRAVIS, with his background and knowledge, could write them.

If you can use another album or two for promotion, let me know and same will be sent you with our compliments.

Thanking you for your cooperation,

Sincerely yours,

AMERICAN MUSIC, INC.

Sylvester Cross, President

7 more copies

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was a University student, stating baldly that he is "for a Soviet America"!!!!! Mr. Reuther is, of course, head of the largest, richest and most powerful labor organization in the world, and his record is certainly no more perfumed than Mr. Hoffa's. But Mr. Reuther's brand of anti-Communism is confined mostly to ringing phrases, while Mr. Hoffa ruthlessly throws Communists AND "pinkos" out the back door.

So, just as the U-2 affair was carefully planned and staged to get rid of the opposition, the "Great Labor-racketeering investigation" was staged to advance their boy, Crusading Mr. Kennedy has done a commendable job exposing and eliminating racketeering in the Anti-Communist Teamsters, --but how about the Pinko Mr. Reuther and HIS labor racketeering? Well, it seems that everything is sweet and pure with Mr. Reuther. He didn't get investigated or exposed, and, in fact, got PRAISED by Mr. Kennedy. Now, of course, we may expect Mr. Reuther, after proper modest protestations, to support Mr. Kennedy with some of his multi-million "war-chest" extracted from America's laboring force, -eagerly contributed, we are sure.

Once Kennedy was "on the way up", Nixon had to be torpedoed, and the boys went to work once more. With the master-minding coming from Communist headquarters in New York and Moscow, it was easy. At the right time, the U-2 went over all unbeknownst to the victims of the play, but well advertised to the Comrades waiting below. A neat "engine-failure", and the trick is done. Khrushchev has his nice live pilot to exhibit, complete with dramatic poison needle, timed perfectly to enable him to boot our President unceremoniously in the tail as he comes, hat-in-hand, begging for "Peace". The villains even have the gaul to announce they will treat with us in six or seven months, -when their boy will be safely in. Ike, his administration, and, most important of all, NIXON, --is out of business. Once again, these filthy, unspeakable traitors have swindled YOU as easily as if you were little blind children.

But you have not yet savored the full rotteness of this stew of treason and manipulation. Even Mr. Kennedy is being USED!

Mr. Kennedy is a Catholic, --and there is nothing wrong in that. We believe a Catholic can make as good a President as anybody, if he is loyal to America and the White Race.

But Mr. Kennedy represents a MINORITY, -and that is the key to the last piece in the ugly jig-saw puzzle they figure you will never put together.

Now it would be impossible today to elect a Jewish President. The reaction of most Americans to a President Finklestien or President Moskowitz is usually a laugh. But with Americans getting more and more aware and fidgitty under growing Jewish tyranny, even Mr. Kennedy would eventually rebell under the measures of suppression necessary to keep our great White Christian majority from rising against the intolerable provocations of the Negroes, led and pushed and agitated by Communist Jews. Just as they can't trust anybody but a Jew to be head of the NAACP or CORE, even though it exposes their hand a bit, they are getting to the point where they are going to HAVE to have a Jew President to survive. And the first step is to get in a MINORITY president and get the people so used to the idea that they can next succeed with a DIFFERENT "minority", -a Jew.

They are already grooming their boy right now, in Con-

necticut, and the Jewish press is already preparing the Jews for the big push to get their Rubicoff in after their Kennedy is in.

And when Rubicoff is inaugurated as your President, you will have followed France with its Blum and Mendes-France and all other nations which have sunk so low as to permit Jews to become their open masters. You will bury your American Constitutional Republic with its blessed system of political moderation, and you will sign the death warrant of the White Race.

In the next few months, informed Americans will watch with infinite sadness as millions of our White Christian fellows are swindled in the great musical-comedy collections, in which the Jews have you divided neatly into two still "teams" with no genuine issues between them at all, but which beautifully cancel each other's votes out, and make the ten million Jews and their ten million Negro tools and victims the masters of America.

The Jews CANNOT lose. Both the Republicans and the Democrats are fighting with each other to see who will be the "champion of the Negro People", (and the hell with the White Man), both are passionately for Israel and everything Jewish, both are for throwing American money away as fast as possible, as Lenin confidently predicted, and both are "tolerant" of treason in the form of Communism.

Your officials and Senators and Representatives know all this, but they are HELPLESS so long as you keep yourselves divided into meaningless political "parties" which are nothing more than "teams" struggling for political prizes, - with the Jews and the Negroes the only ones who have the guts to fight for their RACE, --as YOU should be doing.

The filthy manipulators who set up Kennedy and the U-2 will have their way unless we can put some back-bone into enough Americans to stand up like WHITE MEN, as the Jews fight as Jews, and the Negroes fight as Negroes. That is why we use the name and the symbol of Nazi-ism, to SHOCK our people into action before it is too late. Although we have been operating openly in the Capital of the free world for over a year as NAZIS, the regular press over America has blanketed us with almost total silence, as directed by the Jews. But you have only to read the hysterical articles in the JEW papers from California to Israel to know that we are the major concern of these manipulators. They can see us survive one after another of their filthy efforts to frame us or railroad us to the insane asylum, and they can see us winning thousands as we speak every Sunday. Month after month they tell each other we are finished and out of business, but we continue to grow, and we are not shooting up wealthy, but growing STRONG. Our very extremism scares away all except the fighters, and we shall soon show these traitors and sneaks how we are "out of business". Come down to the Mall in D.C. between the Capitol and the Washington Monument (9th and Constitution) any Sunday at 2 PM, and see for yourself how we WIN the hearts and minds of America as we speak the TRUTH. They come to jeer and hoot, many of them, but they leave cheering.

If you can do nothing else, White Man, fight for Dick Nixon. He isn't the best, and I joined the NAACP, but he HAD to,to survive. DON'T LET THE JEWS MANIPULATE YOU AND RUN YOU OFF IN A PANIC. Work, fight and vote for NIXON, and you will preserve your American Republic and the White Race. Because we'll do the rest, given only our Constitutional rights to speak and organize the WHITE MAN'S PARTY, the American NAZI Party, -928 N. Randolph St, Arlington, Virginia. JA 4-5831.

HOW the C.I.A. SWINDLED IKE, DICK and YOU WITH the GREAT U-2 HOAX

SENSATIONAL EXPOSE, BY LINCOLN ROCKWELL



Lincoln Rockwell, CDR, ANP

Both as an enlisted man and as an officer who commanded three Navy squadrons in two wars, I learned something about airplanes, rockets and radar.

In Iceland I helped set up some of the fantastically sensitive radar equipment which can detect the tin foil on a package of cigarettes fifty miles away. I also knew something about the electronic computators which calculate, in millionths of a second, the future position of a rocket-missile hurtling toward us thru outer-space at thousands of miles an hour, and can then fire and guide automatically a homing rocket aimed precisely at that future position in outer space.

But you don't have to be a military expert to figure out for yourself that there is something very, very fishy in the story that we have been flying U-2 airplanes all over Russia UNDETECTED for four long years!

Sometimes it helps see things better in perspective when we reverse the roles of hero and villain.

Can you imagine a Soviet airplane, -not a missile or rocket-

PUBLISHED BY THE...
AMERICAN NAZI PARTY
928 N. RANDOLPH ST. · ARLINGTON VA. JA-4-5831

HEAR LINCOLN ROCKWELL SPEAK!...EVERY SUNDAY
2 P.M. - ON THE MALL, at 9th and CONSTITUTION!

plane, but an especially slow photo-plane, with old-fashioned, glider-like wings, flying in over the coast of Maine undetected, and then cruising majestically, at airliner speed (500 mph), over Maine, New Hampshire, Vermont, New York, Pennsylvania, Ohio, Indiana, Illinois, Missouri, Kansas, Oklahoma, New-Mexico, Arizona and finally California, -and for six or seven long hours taking nice clear pictures of our most secret defense bases and atomic bomb installations?

Even if you think a Soviet Airplane, by a lucky fluke might get away with this once, -which is impossible, -do you think they could keep doing it all the time for FOUR YEARS?

If it IS possible, then how do you know the Soviets don't have airplanes all over the U. S. right NOW, loaded with H-bombs?

Do you know what would happen if the Russians tried to send a "U-2" or anything else across the USA, -especially over our top-secret bases which are prohibited and closely guarded air-spaces even to our OWN planes?

No matter what counter radar measures the Reds employed or what altitude they used, infra-red (heat) sensitive equipment would pick them up miles at sea and result in a national civil defense air alert. If they ever got to the coast, much less our secret bases, they would be instantly blasted to dust by swarms of automatically launched heat-seeking rocket missiles pointing skyward at this very moment.

Any schoolboy knows that we have the ability to detect and destroy approaching missiles hurtling at us from outer space at thousands of miles per hour. Do you believe for a moment that we would be unable to discover and destroy an old-fashioned slow AIRPLANE trying to sneak over the whole USA in the lower atmosphere, at any altitude measured in FEET?

And with the Soviets manoeuvering rockets and satellites weighing many tons far out in outer space, photographing the other side of the moon, and often beating us in electronic marvels, are we now supposed to believe that the poor stupid Soviets have been helplessly sitting on the ground while our super-sleuths in the CIA fly around over their heads for four years in old-fashioned airplanes with "glider-like wings"???????

If the Russians are indeed that helpless and lacking in the elementary weapons of radar and rockets, then we ought to send over a troop of Boy Scouts to run the poor, defenseless Russians out of the Kremlin!

This silly story that we have been slowly flying all over Russia for hours at a time taking pictures of their defense bases for four years without being even detected, -would have been laughed to scorn if our people had not been mentally softened and emasculated by long years of brainwashing in every medium of public information until they have lost the ability to THINK. So far, not even the trained-seal press has remarked the amazing "fact" that the CIA has been "getting away" with these sneaky flights for "four years", -and managed not to get "caught" until exactly the right moment to produce the great Communist victory we have just witnessed.

The Fiasco at the Summit was one of the direct results of America's refusal to heed the urgent warnings of the martyred Joe McCarthy, who tried his best to tell you that there is TREA-

SON in the TOP places in our government. He not only warned us that Communist secret agents were sabotaging our State Department policies, as they did in giving China to the Communists, but that they were honeycombed in the Defense Department, and even worse, in the CIA. He died trying to alert America to the truth: that we are being MANIPULATED FROM WITHIN, by the most subtle kind of brain-washing, threats of war, moral and mental subversion, luxury and greed into WEAKNESS, so that, in Lenin's words, we will fall into the Communists's hands like a "ripe fruit".

WE TELL YOU THAT IT WAS COMMUNIST MANIPULATORS IN THE VERY HIGHEST PLACES WHO SENT THAT U-2 INTO RUSSIA TO BE "CAPTURED" BY THEIR SOVIET COMRADES AT EXACTLY THE RIGHT TIME TO WRECK THE SUMMIT MEETING, AND SEND OUR PRESIDENT PACKING AT THE TOE OF KHRUSHCHEV'S BOOT!!!

That is why good-natured old smiling-Ike got caught short like the rest of our figure-head government. These filthy agents in our midst once again made fools of our leaders and us before the whole world. And all the time we are told that it is "witch-hunting" or "hate" to point out these traitors, or defend ourselves from them!

It is precisely because one of our leaders once got one of these Red Untouchables in our government, -Alger Hiss, -that the whole U-2 incident was staged.

THE REAL PURPOSE OF THE U-2 INCIDENT WAS TO STOP NIXON FROM BECOMING PRESIDENT OF THE U. S. A.

Alger Hiss was almost sacred to the Communists. He was the protege of Supreme Court Justice Felix Frankfurter, like John Abt, Lee Pressman and other Communist intellectuals and government officials. Hiss advised Roosevelt at Yalta, and was the first Presiding officer and guiding genius of the United Nations in San Francisco. It was Hiss who master-minded the naked give-away of China to the Communists by our State Department, and Hiss was the close friend of Acheson, Mrs. Roosevelt and the rest of the amateur agents of Soviet Russia.

While in Congress, Dick Nixon master-minded the exposure of this repulsive "American", and skillfully saw to it that he was prosecuted in spite of enormous pressure, and convicted in spite of assistance for Hiss from Frankfurter, Acheson, Mrs. Roosevelt, etc.

Until the U-2 incident, historical experience with vice-presidents and all the polls showed that Nixon was a cinch to be our next President. But, even though Nixon has taken out a life membership in the NAACP, had a typically Jewish manager (Murray Chotiner), and mouths all the appropriate pass-words to Jewish glory: "brotherhood", "equality", etc, -the manipulators and traitors don't trust him entirely. They know that if an honest and fearless President ever gets hold of the records of treason in the last three adminsitrations, many a head currently sleeping on silken pillows and wearing hundred-dollar hats will roll.

But the filthy manipulators had to "get" Nixon for another reason. Even under golf-playing, bridge-playing gad-about Ike, the boys in the back room have not been able to suppress free-speech entirely. True, they have tried. Our pickets in Atlanta, peacefully carrying signs alerting the public to the fact that the Arabs are our friends and only buy weapons from Moscow to defend themselves from the aggressive Israeli Jews who have invaded the Arabs, -were arrested in THREE MINUTES and given ninety days on the rock pile for "disturbing the peace". When they appealed they were told, in the trial transcript that they would be "tied in with any bombing". A little later, a paid agent of the Jewish Anti-Defamation League, L. E. Rogers, together with two Negroes, bombed the Atlanta Synagogue. They tried to electrocute our men for it, and, when they were acquitted by the jury in five minutes, the case was DROPPED, and nothing is done about the real culprits who bombed their own synagogue to shut us up and get sympathy. Nevertheless, we have managed to grow stronger every week, and have alerted millions of Americans to this kind of filthy treason and criminal conspiracy.

Worst of all, hundreds of officials are learning by direct experience WHO the traitors and manipulators and pressure groups are, and what kind of "Americans" they are. They cannot yet join us or come out into the open, but they do what they can for us tacitly. The Jews are finding it harder and harder to shut up those who expose the simple truth by railroading them to jail under their promoted hue-and-cry in their press and in a wretched framed-up "legal" case. Too many Americans have had "equality" and "brotherhood" up to "here" as more and more of the "equals" move in next door, rape their wives and daughters, rob their property and mug them on the streets. Too many good Americans, who want no part of "hate" or prejudice are discovering the Jewish Communistic leadership of such vicious outfits as the NAACP and CORE (the organization staging the "sit-downs" and the "wade-ins") Too many Americans can already see for themselves that over 80% of the Communist spies have been Greenglasses, Rosenbergs, Golds, Weinbergs, Moskowitzes, etc, and the old howls about "persecution" and "prejudice" aren't going to save the guilty sinners much longer from the wrath of an outraged and tolerant people.

Even the weak Eisenhower has refused to bow completely to these villains, and permits us our rights of free-speech every Sunday right in the middle of the Nation's Capital. The crowds come to hoot and jeer, as they have been taught, but become silent and thoughtful as we pound the truths home, and they leave with the scales torn from their eyes at last. The Jews cannot survive this exposure, but they also cannot stop it without revealing the full measure of their terrorism. They need a much more "friendly" administration to save themselves from an awakened and outraged American public.

So they started on the project a long time ago. First they had to build up their man. As usual, they did it with consummate genius, by knocking down a man they didn't like! Hoffa.

James Hoffa may be a sort of glorified hoodlum, and has probably cheated millions of American workingmen, which cannot be tolerated. But he has also done a lot of good for his men, AND IS STRONGLY ANTI-COMMUNIST. Of this we are sure on the basis of personal acquaintance.

On the other hand, we have in our possession a photo-stat of a letter written by Walter Reuther from Moscow, where he

American Optometric Association

4030 CHOUTEAU AVENUE • ST. LOUIS 10, MISSOURI

OLIVE 8 1776

ADMINISTRATIVE FILE

American Optometric Assn

X

X

December 4, 1964

Mr. James R. Hoffa, President
International Brotherhood of
Teamsters
25 Louisiana Avenue, N.W.
Washington 1, D.C.

Dear Mr. Hoffa:

Thank you for the time you gave us in D.C. From this meeting, effective mutual programs will develop to benefit the Teamsters of the U.S.A.

Don't hesitate to call Dave Sharman of our Washington Office whenever you would like to know more about our projects to provide better vision for the working men and women of America.

Best regards.

Sincerely,

Charles E. Seger

Charles E. Seger, O.D.
President
American Optometric Association

U.Kammerer

cc: David C. Sharman

ADMINISTRATIVE FILE
American Public Health Association
Davison, Paul
Contributions

April 26, 1961

Mr. Frank E. Fitzsimmons
Secretary-Treasurer
Michigan Conference of Teamsters
2741 Trumbull
Detroit 16, Michigan

Dear Sir and Brother:

Attached communication is self-explanatory, and inasmuch as this is a local affair, I am referring it to you in the hopes that the Joint Council is interested in making a contribution.

It could seem to me that it would be a worthwhile contribution if your Joint Council can participate in it.

Fraternally yours,

H. J. Gibbons
Executive Assistant to the
General President

HJG:id
Enc.

FRANKLIN MORTGAGE CORPORATION

615 FIRST NATIONAL BUILDING
DETROIT 26, MICHIGAN

BENJAMIN LEVINSON
PRESIDENT

April 10, 1961

WOODWARD 3-4690

Mr. James R. Hoffa, President
International Brotherhood of Teamsters
25 Louisiana Avenue, N. W.
Washington, D. C.

Daar Jimmy,

My very dear friend Dr. Joseph Molner, Health Commissioner for the City of Detroit, has asked me to deliver the enclosures to you.

Dr. Molner is recognized as one of the outstanding and finest Health Commissioners in the country. He has devoted 25 years of his life to serving the citizens of Detroit, and his Department of Health has been recognized as one of the finest in the country.

The enclosures refer to the 89th annual meeting of the American Public Health Association, which will be held in the City of Detroit during the week of November 13, 1961.

This means, Jimmy, that the City of Detroit will be the host for thia convention. There are no monies available in the City budget to help our Health Department participate in this educational type meeting. Dr. Molner informs me that they have received some help from the UAW-CIO.

Because this is a health program which will help millions of Americans, we feel that you and the great Teamsters organization would like to participate in making the above described meeting a success.

I hope this letter finds you and your wonderful family enjoying the best of health. I expect to be in Washington within the next couple of weeks, and I look forward to meeting with you when I am there.

Again, may I thank you most profusely for your help in so many wonderful causes heretofore.

Sincerely yours,

Ben Levinson

Benjamin Levinson

BL:ja
Encs.
P. S. Checks should be made payable to the American Public Health Association.

B. L.

JOSEPH G. MOLNER, M.D., M.P.H.
Commissioner

CHARLES P. ANDERSON, M.D.
Deputy Commissioner
Medical Services

DAN A. DEMARE
Deputy Commissioner
Administrative Services

City of Detroit
DEPARTMENT OF HEALTH
DETROIT 26, MICHIGAN

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Secretary to the Board

April 4, 1961

Mr. James R. Hoffa, President
Teamsters Union Local 299
2741 Trumbull
Detroit, Michigan

Dear Mr. Hoffa:

The 89th Anaual Meatiag of the American Public Health Aasociation will be held in The City of Detroit during the week of November 13, 1961.

The American Public Health Aasociation is an organization of public health workers aad workers ia related fields. There are approximately 12,000 registered membera, aad it ia fully expected that approximataly 6,000 will attend the 89th convention hare ia Detroit. Laat year in San Francisco 5,119 peraons attandad. The dietribution of the attendance by aecticns aince 1957 and the diatribution of attendanca by countriea ie hereto attached. You will notice froa these materiale that thia is really not a national convention but an international aeeting. Thia ia strictly an educatioaal type of meeting although there will be aocial activitiea by certain alumni organizationa aad there will be, of course, some aocial activitiea for the attendant. at large.

It haa been the policy of the American Public Health Aaaociation to underwrite the greater pmrt of the coat of putting on thia convention, but unfortunately because the meabara are of very modeat meana, the annual duea and registration fee are very modeat amd therefore it ia incumbent upon the ao-called Local Committee to raiae aomewhere ia the neighborhood of $20,000.

Kaowing the intereat of yourself, your aaeociatea, and your organization in education and in the promotion of good medical care and public health, aay we reapectfully requeat that you ccntribute through your organization to thia Local Committee fund. We will, needleaa to aay, have our expenaaa audited after the convention and aend copiea of the audit to the contributora.

I have been authorized by the Executive Coamittee of the American Public Health Aaaociation to tell you that if any of your membership wish to attend this convention they aay do ao without paying the usual regiatration fee by showing aome documentary evidence thmt they are membera of the Teamsters Union.

If there ia any further information which you desire, pleaae don't heaitate to call on me or have your designated representative call on me.

Yours very truly,

Joseph G. Molner M.D.
Joseph G. Molner, M.D.
Health Commissioner

JGM/egt
Encs.

ATTENDANCE BY SECTION MEMBERS & FELLOWS
AT LAST FOUR ANNUAL MEETINGS

Section	Cleveland 1957	St. Louis 1958	Atl. City 1959	San Fran 1960	(Relates only to STM % of T.S.M. Sept. 1960)
Dental Health	56	63	56	59	15.2
Engineering & Sanitation	191	200	221	185	13.9
Epidemiology	151	146	188	176	21.3
Food & Nutrition	107	74	107	58	9.4
Health Officers	318	342	341	322	19.1
Laboratory	171	170	190	190	15.2
Maternal & Child Health	75	87	103	96	17.6
Medical Care	204	188	258	171	14.8
Mental Health	80	78	96	82	18.3
Occupational Health	58	43	51	50	11.9
Public Health Education	202	213	240	197	15.9
Public Health Nursing	205	233	212	231	15.1
School Health	88	85	87	92	22.6
Statistics	104	123	127	97	20.4
Unaffiliated	80	86	100	67	10.2
Total Fellows in Attendance	-*	921	1,290	1,041	
Total Members in Attendance	2,090**	1,210	1,087	2,073	
Total Members & Fellows	(2,090)	(2,131)	(2,377)	(3,114)	
Total Non-Members in Attendance	1,936	2,075	2,431	2,005	
Total Registered	4,026	4,206	4,808	5,119	

* Figure not available
** Figure includes Fellows
/T.S.M. = Total Section Members

AMERICAN PUBLIC HEALTH ASSOCIATION, INC.
88th Annual Meeting

San Francisco, California—October 31 to November 3, 1960

Geographical Analysis of Attendance

Alabama	15	Tennessee	19
Alaska	8	Texas	72
Arizona	26	Utah	17
Arkansas	1	Vermont	27
California	2331	Virginia	29
Colorado	56	Washington	114
Connecticut	38	West Virginia	2
Delaware	1	Wisconsin	23
District of Columbia	222	Wyoming	7
Florida	31		
Georgia	59		
Hawaii	16		
Idaho	21		
Illinois	177		
Indiana	21	Canada	64
Iowa	34	Central America	3
Kansas	32	Ceylon	1
Kentucky	20	England	9
Louisiana	26	Egypt	2
Maine	5	Guam	1
Maryland	169	Holland	1
Massachusetts	88	India	7
Michigan	125	Iran	1
Minnesota	65	Iraq	1
Mississippi	2	Israel	1
Missouri	52	Lebanon	1
Montana	25	Malaya	1
Nebraska	12	Mexico	1
Nevada	27	New Zealand	1
New Hampshire	4	Nigeria	2
New Jersey	67	Norway	1
New Mexico	19	Pakistan	2
New York	591	Philippine Islands	1
North Carolina	36	Puerto Rico	6
North Dakota	7	South Africa	1
Ohio	142	South America	2
Oklahoma	12	South China	1
Oregon	58	Switzerland	1
Pennsylvania	111	Thailand	1
Rhode Island	5	Virgin Islands	2
South Carolina	12	West Germany	3
South Dakota	7	West Indies	1

TOTAL.....5,119

ADMINISTRATIVE FILE
USG - American Red Cross

October 23, 1958

COPY

Mr. Joseph Rodell, Labor Liaison
The American National Red Cross
National Headquarters
Washington 13, D.C.

Dear Joe:

Thank you for your communication of October 20th.

I would be happy to talk with you about the matter of "community services" in our International Union over lunch any day convenient to you. Please call me.

Very truly yours,

H. J. Gibbons,
Executive Assistant to the
General President

HJG/yk

THE AMERICAN NATIONAL RED CROSS

NATIONAL HEADQUARTERS

WASHINGTON 13, D. C.

October 20, 1958

Mr. Harold J. Gibbons
Executive Assistant to the President
L B. of T. C. W. & H. of A.
25 Louieiana Avenue, N. W.
Washington l, D. C.

Dear Harold:

This ie another in a series of letters I've written to you, but only the first you will have received, since you 've been in Washington. The subject discussed herein is the same I've written about in the letters I didn't mail. However, this time I'm determined that you will get this letter regardless of how sorry I get to feel for you because of the overwhelming burdens which go with your present high office.

The thought, "who am I to presume to offer suggestions on the subject of community services to you, what with your own extensive background of interest and activity in this very same field of endeavor?" And then too -- "when would you find time to read my latters?" Its been such thoughts which have induced the discarding of previous attempts at writing to you. But this time - come what may - here goes.

I've just tl is week returned from a month's tour of the Western states in line with my job as Labor Liaison with the American National Red Cross. In the course of my travels I've had the privilege and opportunity to meet with a goodly number of Local Teamsters union officials and members. In every instance they extended me s most hearty welcome. They also indicated a very sincere interest in the program which it is my job to advance.

In most places vieited, all up and down the Pacific Coast, I found Teamsters unions and members quite active in working and supporting various kinds of community welfare projects. Of particular interest to me were the many Teamsters Blood Banks that are flourishing out there. Then, too, Teamsters are prominent in working in behalf snd supporting United Fund campaigns, etc.

Before making my point, permit me to return to the time about a year

ago, when it was being suggested that the Teamsters were going to spend a million dollars or so on "public relations." It occurred to me then, and the thought is even stronger with me today, that no matter how many millions of dollars unions spend on "public relations programs" as we understand such programs to be, they will not substantially improve their public relations nor enhance their status and prestige. Labor's public relations status can and will be determined in any appreciable measure only by their works.

And this I'm happy to report - the Teamsters are doing in large measure. They are doing it by their active, wholehearted participation in the many community welfare programs. It would require more space than is available in a dosen such letters as this just to enumerate them. In consideration of your constant preoccupation with the functions of your office, I am omitting here the mention of any of the many Teamsters unions, officials and community service progrsms in which they are active. They are in all the major cities on the West Coast, as well as over the rest of our country. My purpose here is to remind you of the tremendously important and effective PR job being done by these many Teamsters unions and my fervent plea to you and President Hoffa and others responsible for planning future policies to give these matters your most earnest study and consideration.

My specific point is that a dollar spent towards extending Teamsters community services will accomplish a hundred-fold more than can be expected from any other purposes for which union dollars might be spent in the field of public relations.

My unbounded enthusiasm for Community Services is founded on personal experiences and observation. I've lived unionism for over 30 years - these last ten years in the dual capacity of liaison with various social welfare agencies. Hence, I can claim some little competence to comment on the subject matter.

The fact that there may soon be held another convention of our Union, is the reason I chose this moment to write to you. For I feel very strongly that our Union is comparatively weak on the national level in respect to well defined coordinated community service programs. Hence, in the hope that this weak spot would be strengthened, it might readily be included as a proper subject on the agenda of the forthcoming convention.

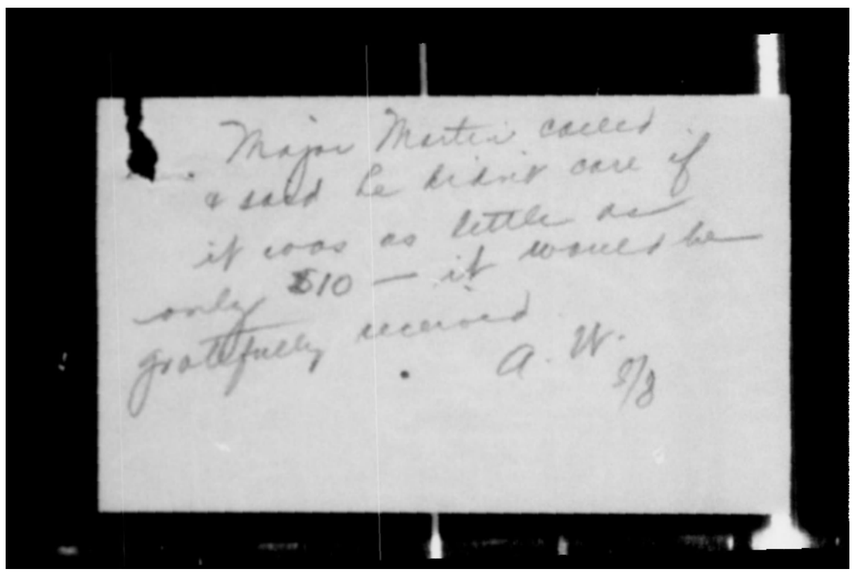
Should the above ideas and suggestions merit your serious consideration, I should feel highly honored to discuss these and other related matters with you further at your convenience.

With kindest regards and best wiehes, I remain

Sincerely & fraternally,

Joseph Rodell
Labor Liaison

P. S. In visiting my home Local #13 in Denver, had nice talk with our mutual friends John and Bud Salter. Among other matters mentioned during our discusslons was also the probable setting up of a Rocky Mountain Teamsters area. Because that is my homeland the possibility is particularly inviting and in this regard, too, I would like to learn of your thinhing. The possibilities and opportunities are unlimited in every respect.


Major Martin called & said he didn't care if it cost as little as $10 — it would be only
gratefully received
a. W.
9/8

General James Wm. Dorrm, D.D.
Commander-in-Chief
Brigadier General John F. Duffin
Chief of Staff

National Headquarters
2827 Frankfort Avenue
Philadelphia, Pa.

AMERICAN RESCUE WORKERS, Inc.

Incorporated 1896 for the Worship of Almighty God

Local Post, 611 Sixth Street, N.W. Washington 1, D.C.
District 7-0434

August 8, 1956

ADMINISTRATIVE FILE
American Rescue
Workers, Inc.
X Contributions

Mr. David Beck, Pres.
International Brotherhood of Teamsters;
25 Louisiana Ave. Northwest

Dear Mr. Beck;

It is a true saying that "Time and Tide wait for no man," and it seems only yesterday we were making our appeal for funds for summer outings and camps. There will be many children that will have the benefit of summer camps but there are others who are not so fortunate, and will depend on the kindness and generosity of people like you.

To go on an outing or to a camp means so much to these little people we work with and they are so grateful for these things that mean so much in their young lives. If they can go where they can run and play in the cool green parks and breath fresh sweet air, then the lean living will have been forgotten for a time at least. It takes so little to make them happy and the least we can do is to see that they are not forgotten.

Won't you remember them when you are planning your vacation? The Master was especially concerned about them when he said "Inasmuch as ye have done it unto the least of these my brethern, ye have done it unto me." (Matt; 25:40) In addition to our summer program we will continue to give food orders, milk, ice, shoes and clothing. Please let your contribution be such as your heart dictates.

Thank you for your offering and know that God will bless you for it.

Sincerely yours,
Major Paul E. Martin
Officer in Charge

. JOHN M. ANNAND

INTERNATIONAL
REPRESENTATIVE

846 SOUTH UNION AVENUE
LOS ANGELES 14, CALIFORNIA
TELEPHONE: DUnkirk 7-7061

INTERNATIONAL BROTHERHOOD OF TEAMSTERS
CHAUFFEURS, WAREHOUSEMEN AND HELPERS

ADMINISTRATIVE FILE ✓
American Roadblock
● Company
X Safety

NOVEMBER 13, 1956

MR. EINAR O. MOHN,
VICE PRESIDENT,
INTERNATIONAL BROTHERHOOD OF TEAMSTERS,
25 LOUISIANA AVENUE, N. W.,
WASHINGTON, 1, D. C.

DEAR SIR AND BROTHER:

I HAVE MET WITH MR. GEORGE MOORE, THE WRITER OF THE POST CARD ENCLOSED, AND HE IS INTERESTED IN PROMOTING FAVORABLE PUBLICITY FOR AN INVENTION OF HIS WHICH HAS TO DO WITH SAFETY.

I AM ENCLOSING HIS LETTER TO ME WITH FIVE PICTURES OF THIS INVENTION. I BELIEVE THE LETTER AND PICTURES ARE SELF-EXPLANATORY.

WITH KIND PERSONAL REGARDS,

SINCERELY AND FRATERNALLY,
John M Annand.
JOHN M. ANNAND.

JMA:ED
(ENCLOSURES)

SMOKEY MOORE NEWS SYNDICATE

COVERS THE WORLD OF SPORTS

EASTERN OFFICE
210 South Street, New York, N. Y.
Courtland 7-1212

WESTERN OFFICE
Broadway at 11th, Los Angeles, Calif.
Richmond 1212

CABLE ADDRESS "SMOKMOR"

Tele 7-2953

October 31,1956

Mr.Jack ARNARD
Teamsters Union
846 South Union Ave
Las Angeles,California

Dear Sir:

Inclosed are some of the pictures of the AMERICAN ROADBLOCKS,but to really have a good idea of the use on trucks it would be necessary for to make a personal examination of the MODELS(full size).

I have a ruling by the CALIFORNIA HIGHWAY PATROL that there is no laws that could bar the use of these ROADBLOCKS on your trucks.

I have talk with many of your merbers and they all agree that carrying one of the ROADBLOCKS on their trucks would save a lot of labor,when they have to stop night or day on the HIGHWAYS and as they can be seen better than 1000-feet NIGHT or DAY it surely would bring plenty of SAFETY to all members of the TEAMSTER UNION.

I have nothing in my mind about selling your UNION any ROADBLOCKS, but I certainly would appreciate having all of your men knew exactly what the ROADBLOCKS would bring for SAFETY on their TRUCKS.

The late figures of products and HIGHWAYS which could use the product were published and here are the figures:

PASSENGER CARS----------52,173,234
TRUCKS----------10,331,912
BUSES----------255,249
SCHOOL-CROSSINGS(new in use)----------2,700,000

Many of the COMMISSIONS have agreed that there are many other HIGHWAY PATROL CARS,POLICE(radio cars),FORMER PATROL CARS and can be used for BLOCKING ROADS and STREETS in case of FIRES or ACCIDENTS.

There is a possibility that Mr.Beck can figure out some SAFETY problems, which the AMERICAN ROADBLOCKS can handle.

Thanks a thousand for your time in examinationing the ROADBLOCK and you can rest assured that I'll always be in favor of assisting the SAFETY for the TEAMSTERS UNION or any other UNION.

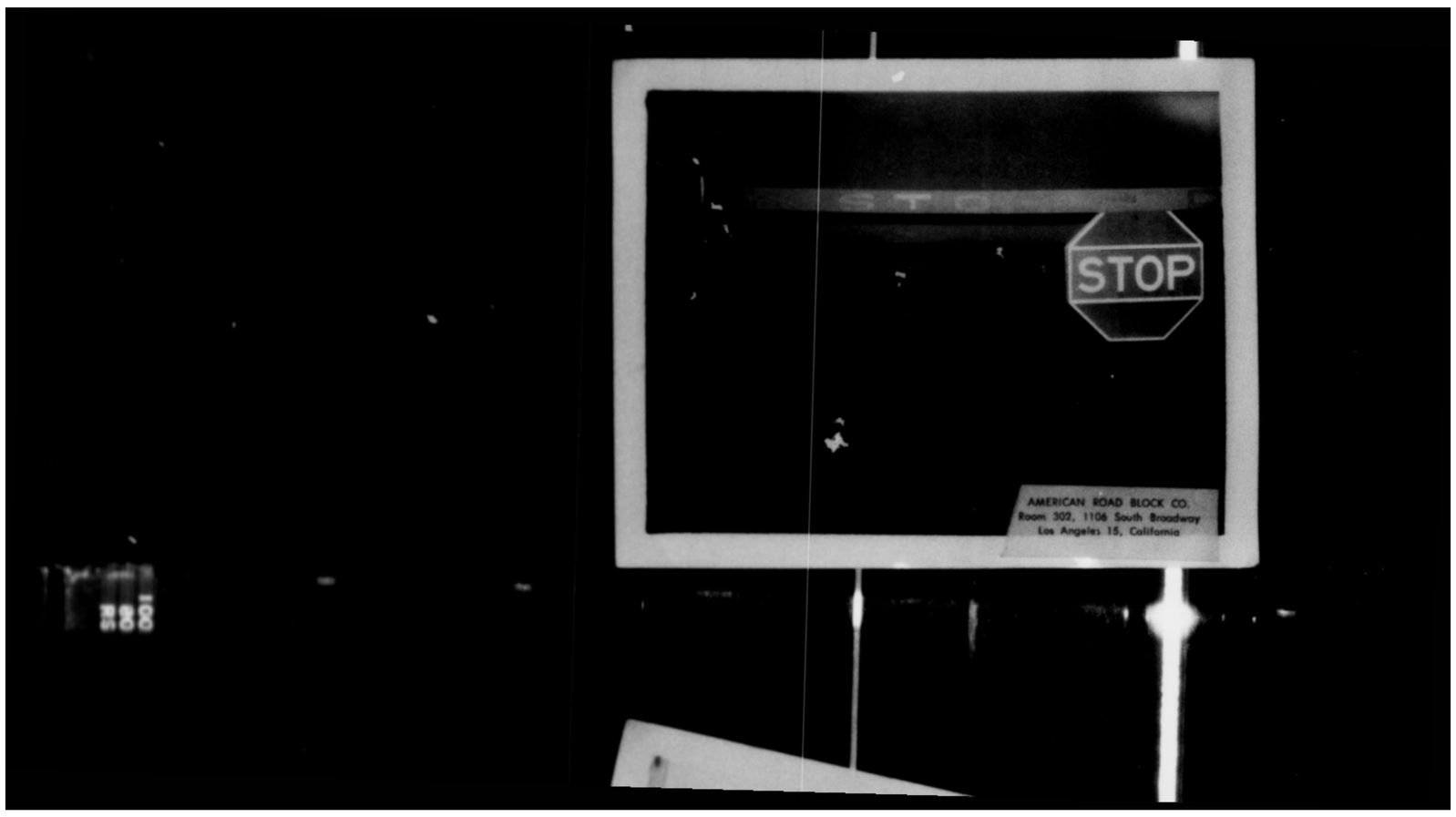
Sincerely
AMERICAN ROADBLOCK COMPANY

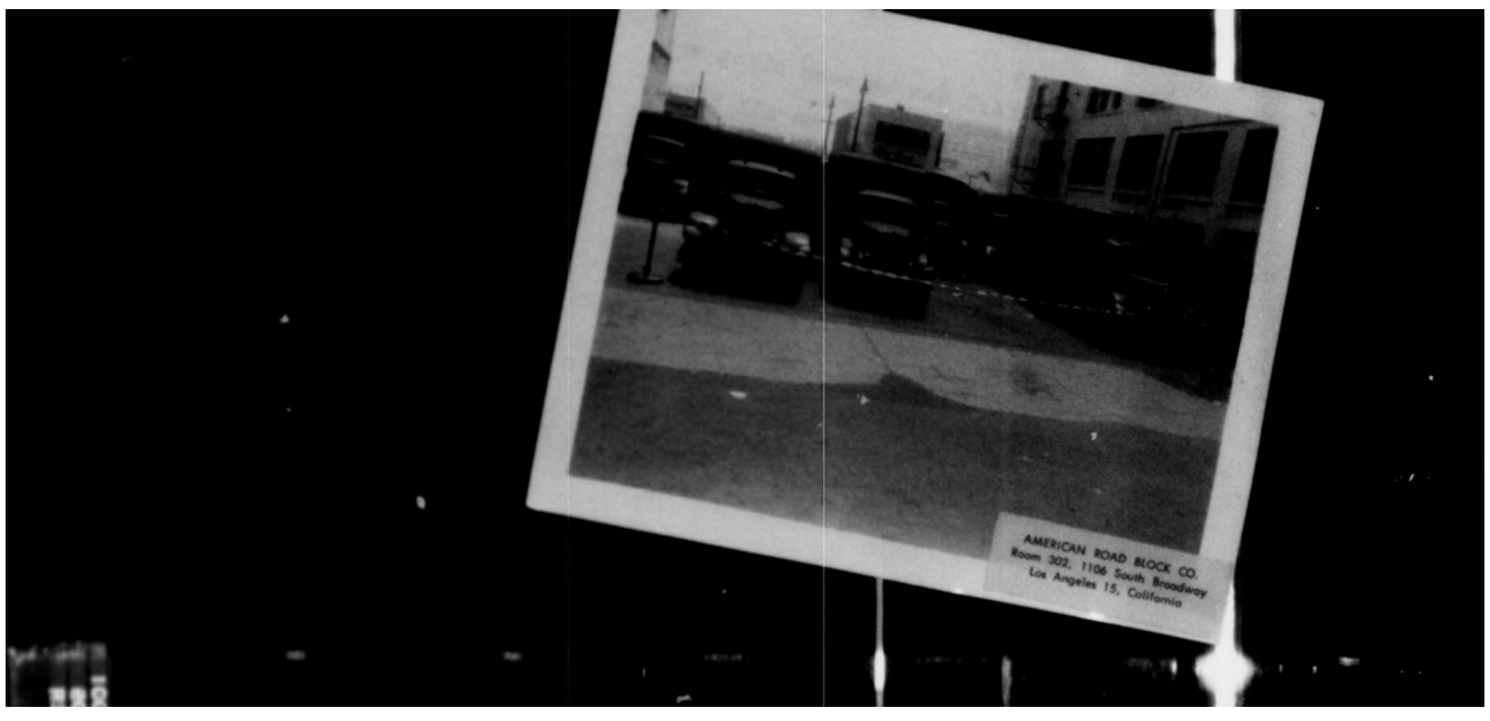
George L.Moore

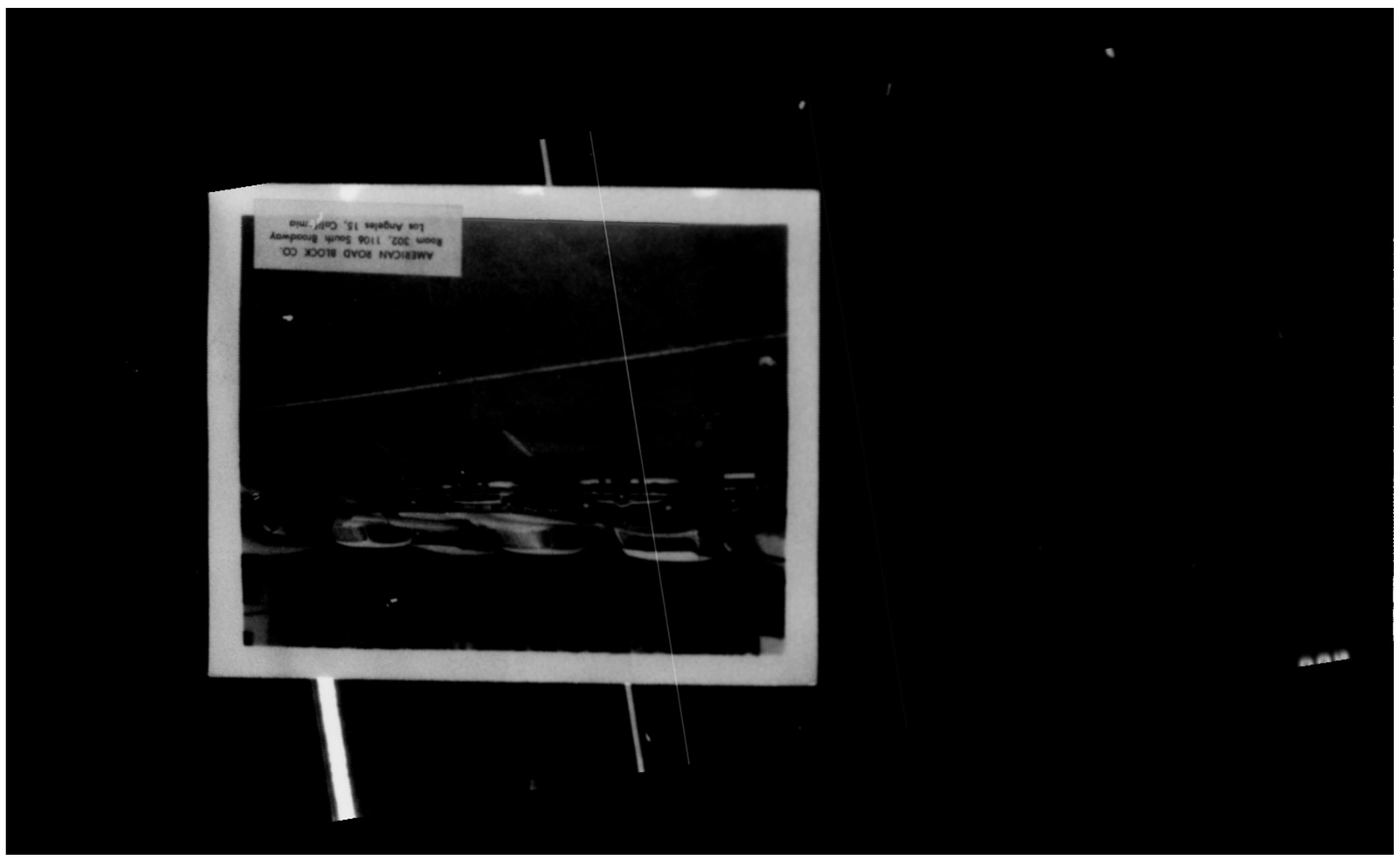
George L.Moore

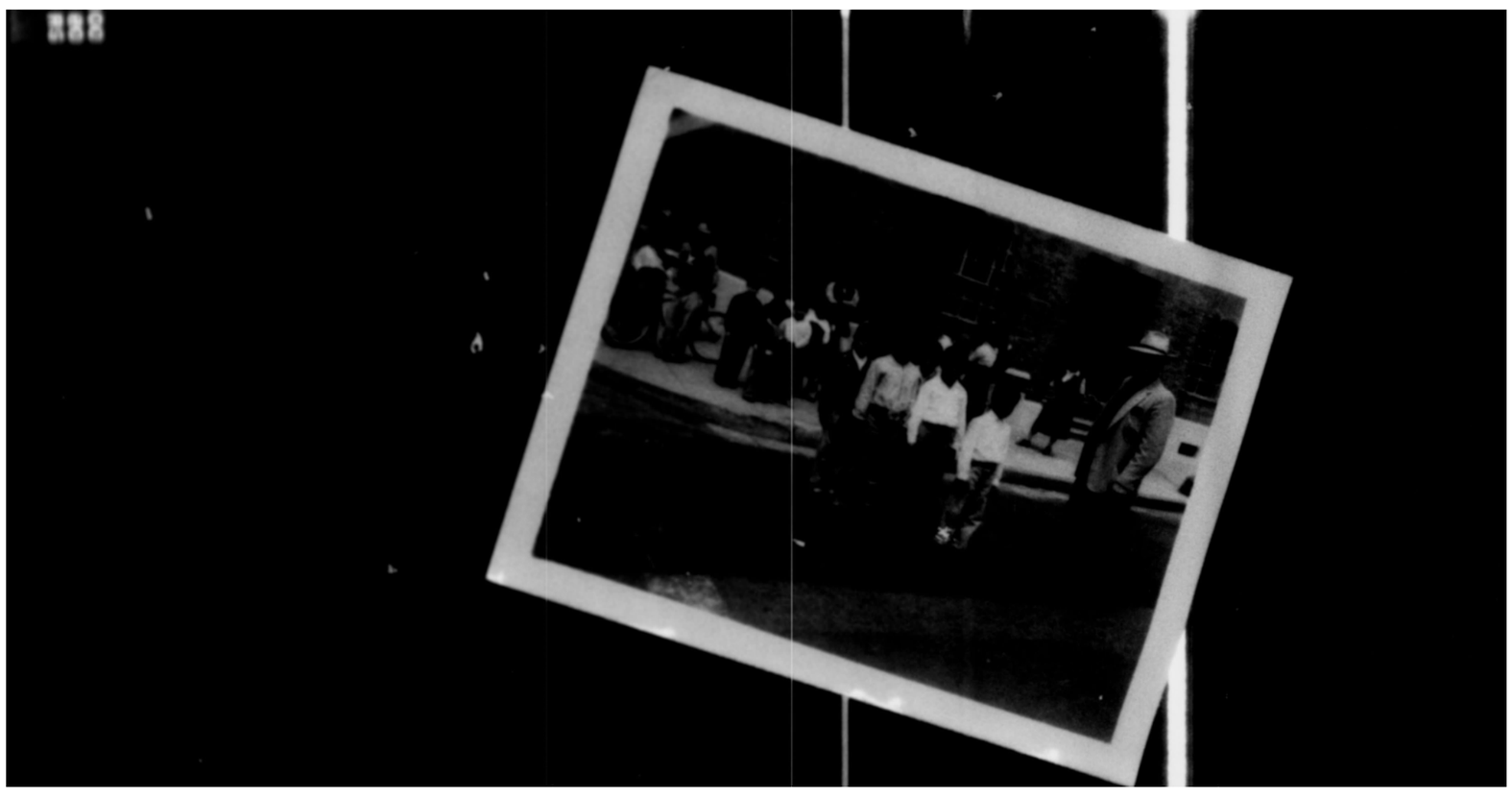
P.S.

I also own the NEWS SYNDICATE and have never done any business with any concern that was not operated by UNION MEN.

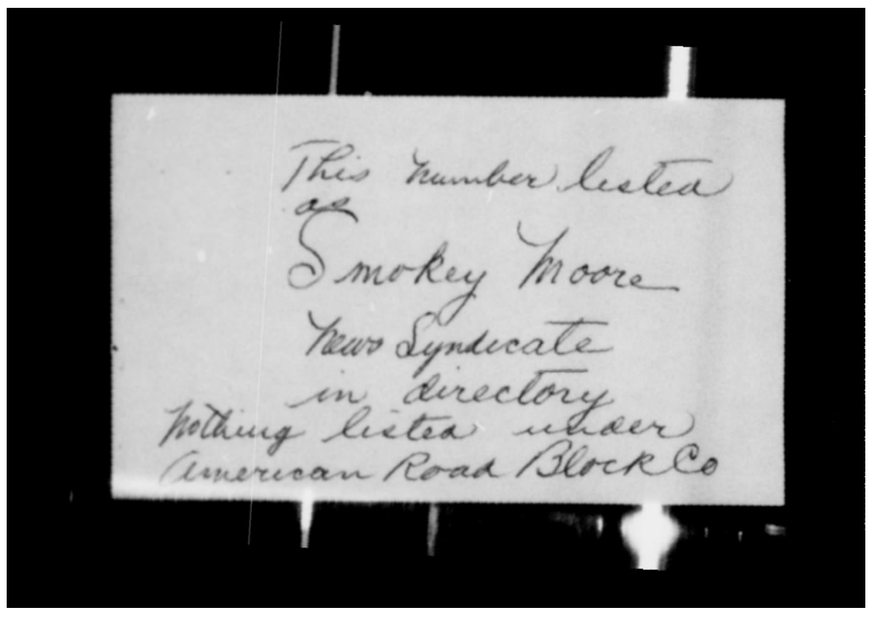

STOP
AMERICAN ROAD BLOCK CO.
Room 302, 1106 South Broadway
Los Angeles 15, California

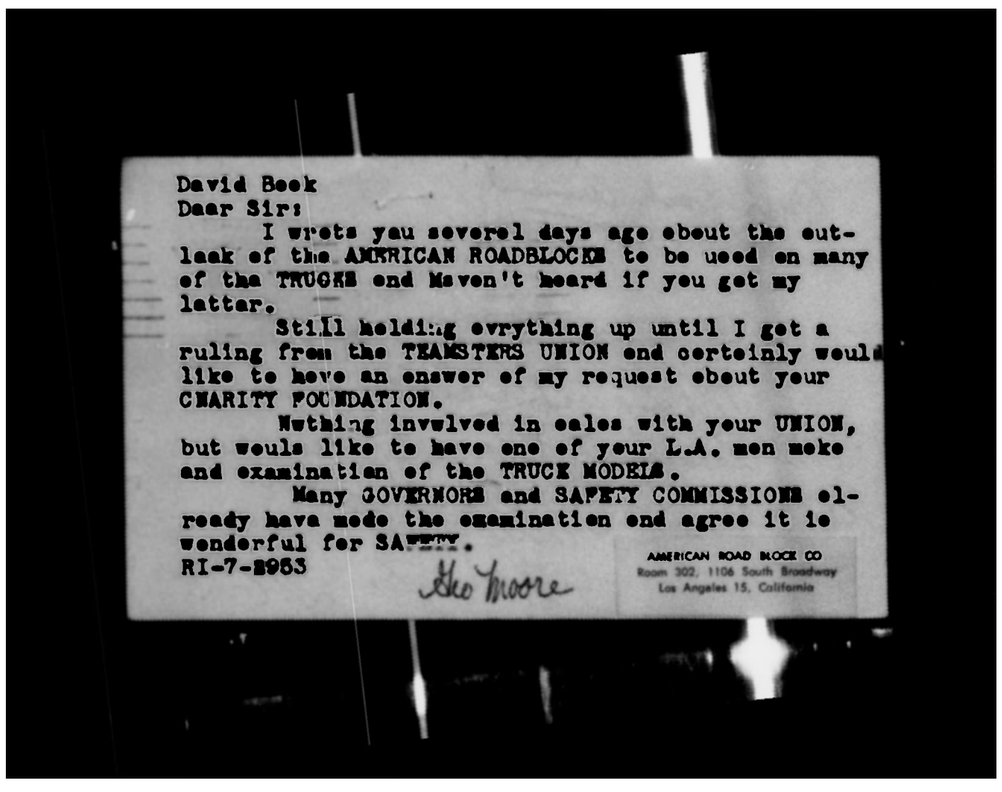

AMERICAN ROAD BLOCK CO.
Room 302, 1106 South Broadway
Los Angeles 15, California


AMERICAN ROAD BLOCK CO.
Room 302, 1106 South Broadway
Los Angeles 15, California






This number listed
as
Smokey Moore
News Syndicate
in directory
Nothing listed under
American Road Block Co


David Book
Daar Sir:
I wrote yau several days ago about the outlook of the AMERICAN ROADBLOCKS to be used on many of tha TRUCKS and haven't heard if you got my latter.
Still holding evrything up until I get a ruling from the TEAMSTERS UNION and certainly would like to have an enswer of my request about your CHARITY FOUNDATION.
Nothing invalved in sales with your UNION, but wouls like to have one of your L.A. men make and examination of the TRUCK MODELS.
Many GOVERNORS and SAFETY COMMISSIONS already have made the examination and agree it is wonderful for SAFETY.
RI-7-2983
Ike Moore
AMERICAN ROAD BLOCK CO
Room 302, 1106 South Broadway
Los Angeles 15, California

October 23, 1956

Mr. John M. Aanand, General Organizer
International Brotherhood of Teamsters
846 S. Union Avenue
Los Angeles, California

Dear Brother:

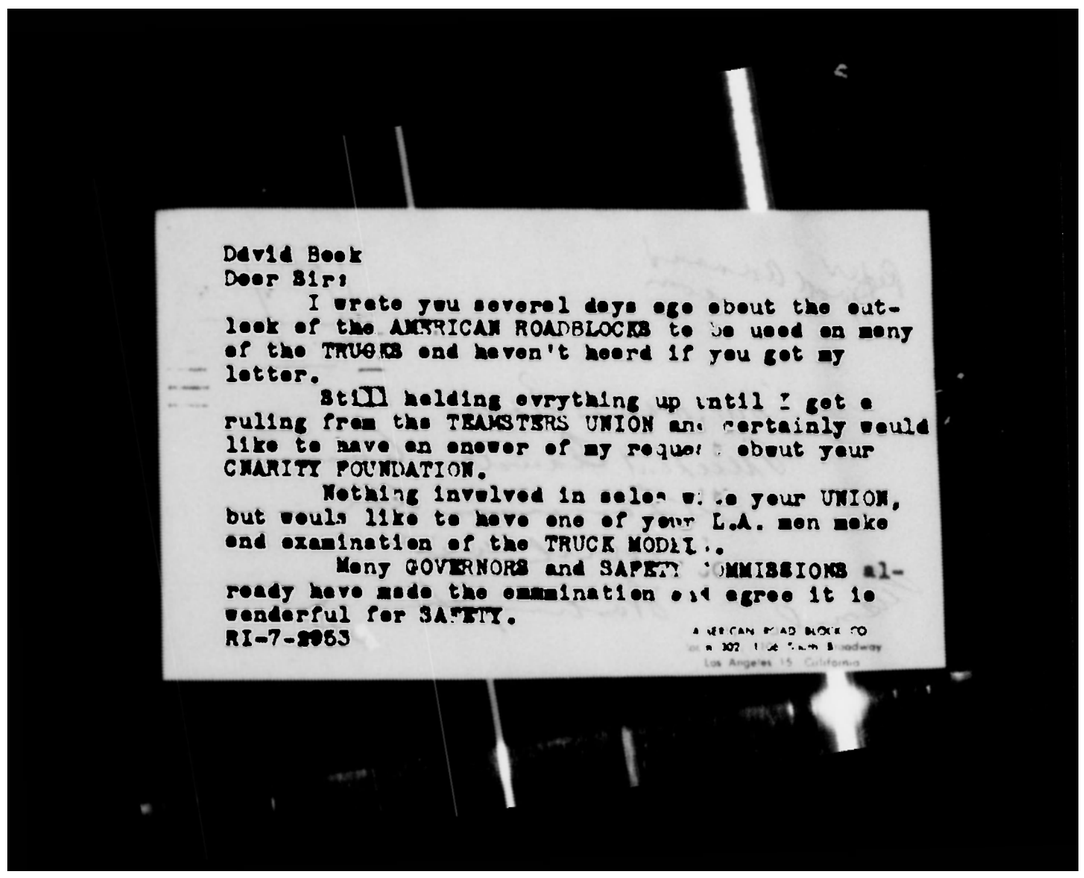
Will you please contact the American Road Block Company who sent the enclosed card to Mr. Beck. Correspondence from this office with these people would not be entirely satisfactory. Therefore, after you have talked with them, let us know what disposition has been made of the matter so that we may close our file.

Warmest regards.

Fraternally yours,

Einar O. Mohn
Assistant to the
General President

EOM:hls
Enc.



David Beck
Dear Sir:
I wrote you several days ago about the outlook of the AMERICAN ROADBLOCKS to be used on many of the TRUCKS and haven't heard if you got my letter.
Still holding evrything up until I get a ruling from the TEAMSTERS UNION and certainly would like to have an enswer of my reques about your CHARITY FOUNDATION.
Nothing involved in sales with your UNION, but would like to have one of your L.A. men make and examination of the TRUCK MODEL.
Many GOVERNORS and SAFETY COMMISSIONS already have made the examination and agree it is wonderful for SAFETY.
RI-7-2953
AMERICAN ROAD BLOCK CO
Los Angeles 15 California

SMOKEY MOORE NEWS SYNDICATE

"COVERS THE WORLD OF SPORTS"

CABLE ADDRESS "SMOKMOR"

ADMINISTRATIVE FILE
American Roadblock
Company
X

Sept.25,1956

r. [illegible]
Pres. [illegible] Union
25 Louisana Ave N.W.
Washington,D.C.

Dear Sir:

Inclosed you'll find pictures of the American Roadblock and one of your members in L.A. asked me to be sure and advise you about this new product.

The ROADBLOCK will eliminate lots of trouble for your TRUCK MEN on the HIGHWAYS and will do away with the present thing being used for SAFETY.

The ROADBLOCK will come in THREE SIZES. The FOUR WHEELS carry 50-FEET and can be seen at night or one and better than 1000-FEET. The PATROL CAR 5[illegible] carry also the same FIFTY FEET.The SCHOOL-CROSSINGS carry also FIFTY-FEET and all TAPES are FOUR-INCHES WIDE.

The [illegible] TAPES are only TWENTY-FEET long and carry TWO INCH WIDE TAPE. All TAPES are mounted on AUTOMATIC REWIND REELS and can be handled even by young BOYS.

Knowing in advance that your UNION will be a very IMPORTANT connection in as far as the TRUCK ROADBLOCKS are concerned,may I ask just one question:"DO YOU HAVE A CHARITY FOUNDATION?).

I have many governors and senators interested in the product and the SAFETY COMMISSIONS of many of the STATES are interested,so why don't you have one of your members examine the MODELS and make a report direct to you?

The TRUCK SALES will run into millions and with the UNION support the SAFETY will arrive with plenty of credit to your UNION.

Thanks a thousand for your attention and I will appreciate hearing from you or one of your trusted men.

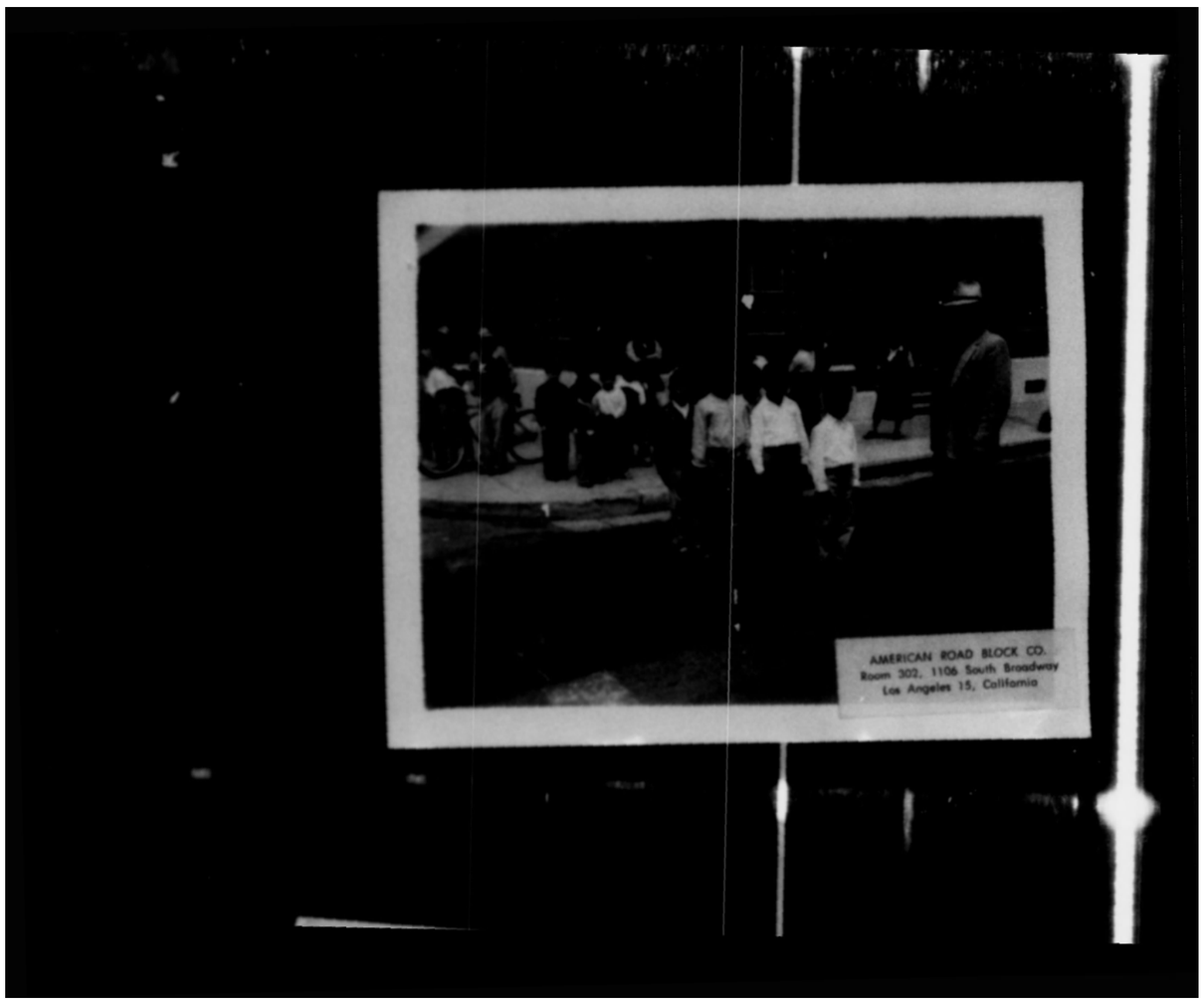
In addition to showing your member the MODELS,I'll let him examine the letter from the Presidents Office,Senators and Safety Commission,so you'll know that I'm very serious about making a connection with you on the TRUCK ROADBLOCKS.

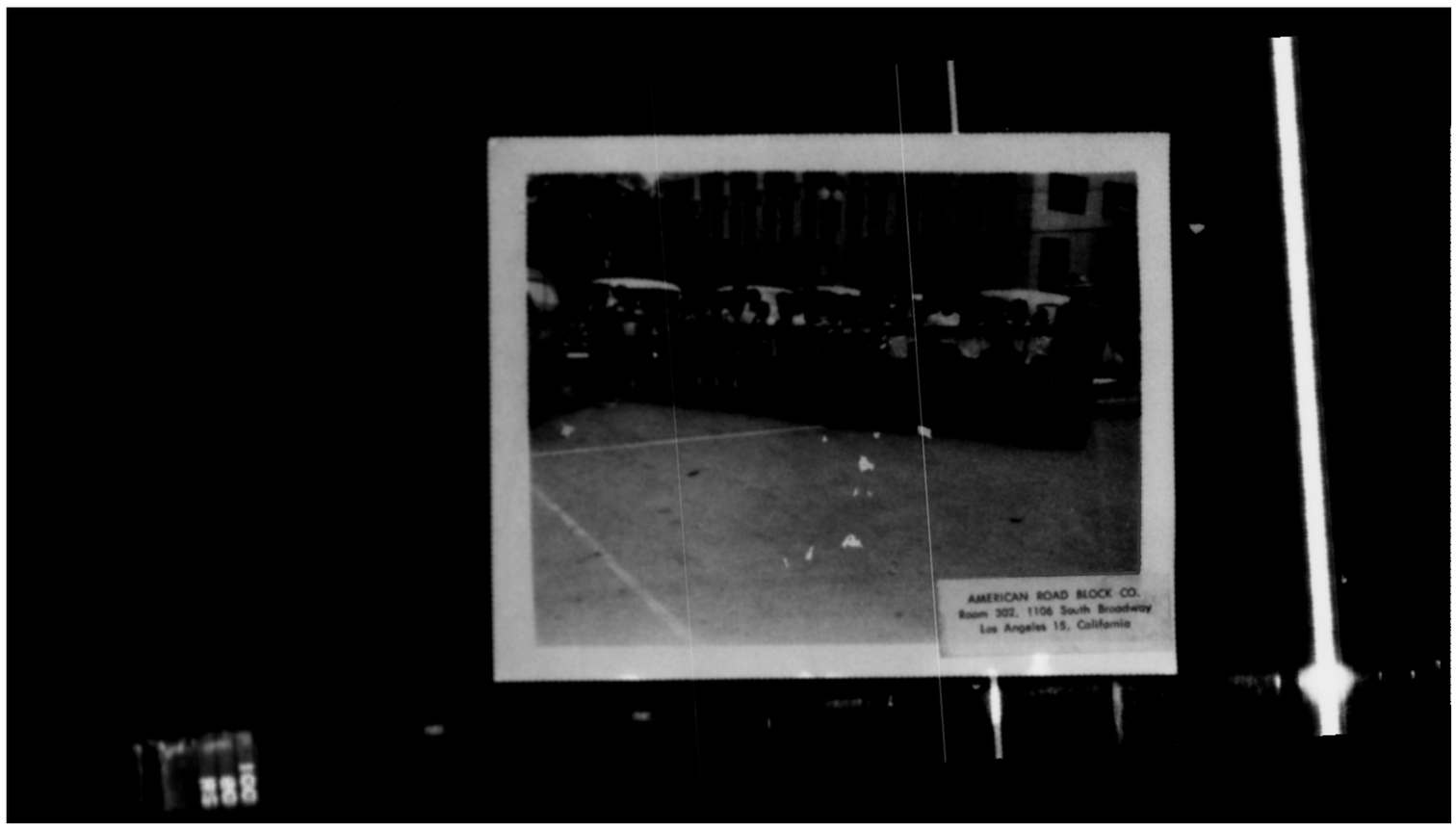
Sincerely

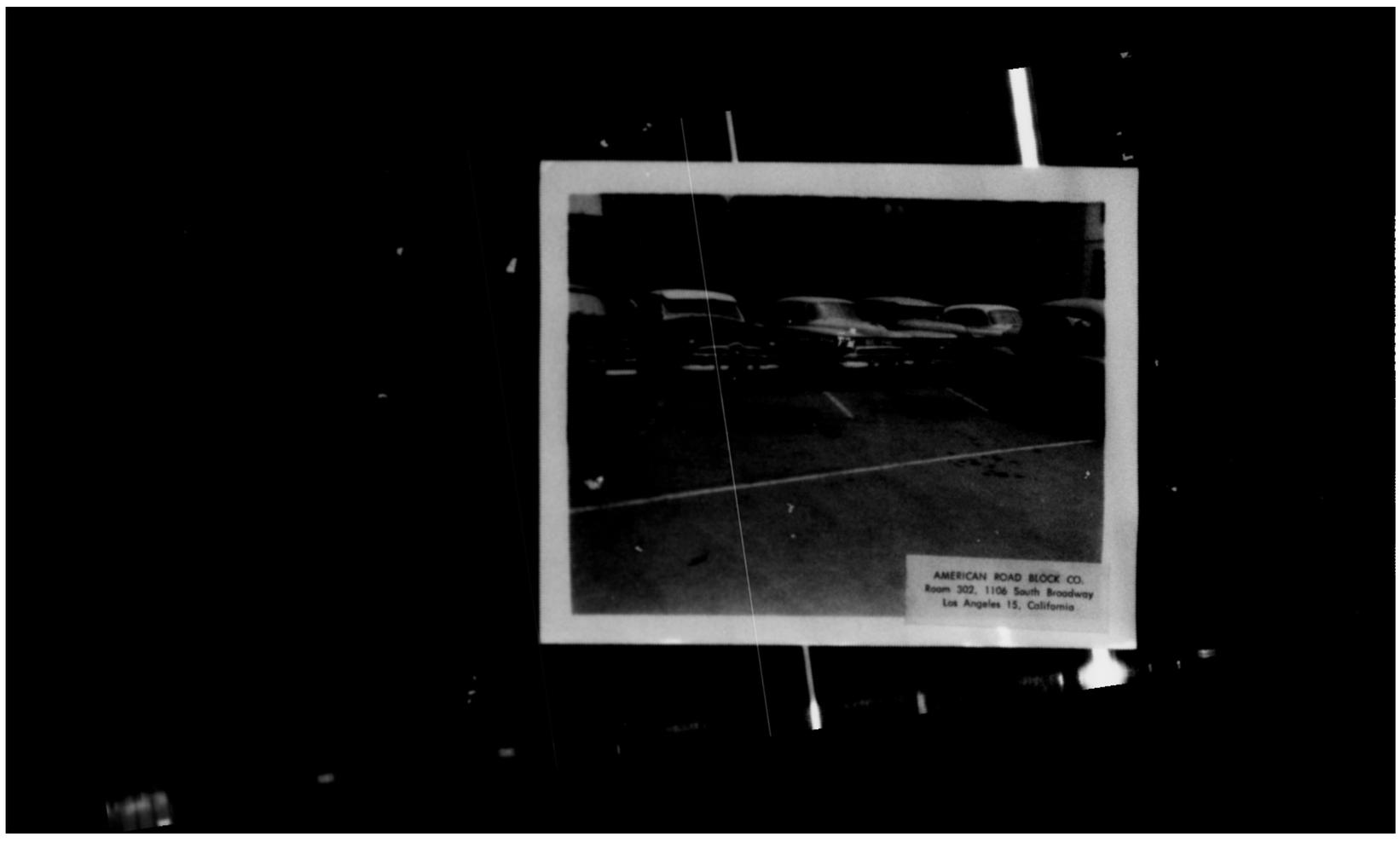
AMERICAN ROAD BLOCK CO.
Room 302, 1106 South Broadway
Los Angeles 15, California

AMERICAN ROADBLOCK CO.
George L. Moore
OWNER

"THE LITTLE GREEN SHEET" LOS ANGELES
"HORSE SENSE" SELECTIONS
"EYE IN THE SKY" SELECTIONS
THE LITTLE CODE SHEET NEW YORK CITY


AMERICAN ROAD BLOCK CO.
Room 302, 1106 South Broadway
Los Angeles 15, California


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Room 302, 1106 South Broadway
Los Angeles 15, California


AMERICAN ROAD BLOCK CO.
Room 302, 1106 South Broadway
Los Angeles 15, California

ADMINISTRATIVE FILE

American Smelting
and Refining Company
X Association
X Soutar, Douglas

April 11, 1963

Mr. Douglas Soutar
Director of Industrial Relations
American Smelting and Refining Company
120 Broadway
New York 5, New York

Dear Mr. Soutar:

This will confirm my telephone conversation with you postponing Mr. Hoffa's speaking engagement to May 23, 1963 instead of April 25.

Very truly yours,

Yuki Kato
Secretary to Mr. Hoffa

Cancelled
via telephone 5/13

April 1, 1963

Mr. Douglas Soutar
Director of Industrial Relations
American Smelting and Refining Company
120 Broadway
New York 5, New York

Dear Mr. Soutar:

This will confirm my telephone conversation with you that Mr. Hoffa accepts your invitation to speak at your Industrial Relations Society meeting on Thursday, April 25, in New York City.

Very truly yours,

Yuki Kato
Secretary to Mr. Hoffa

YK

May 3rd

O.K.

AMERICAN SMELTING AND REFINING COMPANY
120 BROADWAY
NEW YORK 5, N.Y.

DOUGLAS SOUTAR
DIRECTOR OF INDUSTRIAL RELATIONS

March 22, 1963

RE 2-9500

Y12.

Miss Y. Kato
Eden Roc Hotel
Collins Avenue
Miami Beach, Florida

Dear Miss Kato:

Confirming our telephone conversation of yesterday morning, I talked to Mr. Hoffa at the Edgewater Beach Hotel yesterday morning and he said that he would speak at our Industrial Relations Society meeting on Thursday, April 25, here in New York City. I called him in my capacity as President of the Society, as well as long-time acquaintance of some 20 years standing.

The Industrial Relations Society is the only organization of its kind on the East Coast and consists of approximately 60 major corporations, the only collection of this kind around of which I am aware. These include:

ACF Industries, Inc.
American Brake Shoe Company
American Can Company
American Iron & Steel Institute
American Machine & Foundry Company
American Metal Climax, Inc.
American Radiator & Standard Sanitary Corp.
American Smelting & Refining Company

The subject matter for an off-the-record talk is optional, but I would suggest something like Mr. Hoffa's views as to what labor-management relations should be as a practical day-to-day proposition, what he expects from management, and what the Teamsters are contributing to these relations. The question and answer period will undoubtedly broaden the area for discussion substantially.

Our meetings are held at the Yale Club (50 Vanderbilt Avenue) from 11:15 a.m. until 2:00 p.m., including luncheon.

There is a great deal of interest in Jimmy's views, and my thought is that an opportunity is presented to clarify many ideas in close contact with a key and responsive group.

Sincerely,

Douglas Soutar

DOUGLAS SOUTAR

P. Ballantine & Sons
Celaneae Corporation of America
Chesebrough-Pond's, Inc.
Cities Service Company, Inc.
Colgate-Palmolive Company
Columbia Gas System Service, Inc.
Ebasco Services, Inc.
Equitable Life Assurance Society of the U.S.
Fairchild Camera & Instrument Corporation
FMC Corporation
Freeport Sulphur Company
General Electric Company
Goldman, Sachs & Company
W. R. Grace & Company
Interchemical Corporation
Johnson & Johnson
Johns-Manville Corporation
Kennecott Copper Corporation
Liebmann Breweries
McGraw-Hill Companies
McKesson & Robbins, Inc.
Metropolitan Life Insurance Company
Mutual Life Insurance Company
National Lead Company
New Jersey Bell Telephone Company
New York Life Insurance Company
Olin Mathieson Chemical Corporation
Phelps Dodge Corporation
F&M Schaefer Brewing Company
Socony Mobil Oil Company, Inc.
Standard Oil Company
Stern's
Union Carbide Corporation
United States Tobacco Company
Western Electric Company

and others, plus a number represented by guests.

This is a closed meeting and attendance is limited, therefore there will probably not be over 100 present. The various company representatives are all specialists in the field of Industrial Relations and a large percentage have contracts with the Teamsters.

AMERICAN SMELTING AND REFINING COMPANY
120 BROADWAY
NEW YORK 5, N.Y.

DOUGLAS SOUTAR
DIRECTOR OF INDUSTRIAL RELATIONS

Mr Douglas Rd
Phone
RE 2 9500

March 22, 1963

Y12

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Eden Roc Hotel
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American Smelting & Refining Company

P. Ballantine & Sons
Celanese Corporation of America
Chesebrough-Pond's, Inc.
Cities Service Company, Inc.
Colgate-Palmolive Company
Columbia Gas System Service, Inc.
Ebasco Services, Inc.
Equitable Life Assurance Society of the U.S.
Fairchild Camera & Instrument Corporation
FMC Corporation
Freeport Sulphur Company
General Electric Company
Goldman, Sachs & Company
W. R. Grace & Company
Interchemical Corporation
Johnson & Johnson
Johns-Manville Corporation
Kennecott Copper Corporation
Liebmann Brewaries
McGraw-Hill Companies
McKesson & Robbins, Inc.
Metropolitan Life Insurance Company
Mutual Life Insurance Company
National Lead Company
New Jersey Bell Telephone Company
New York Life Insurance Company
Olin Mathieson Chemical Corporation
Phelps Dodge Corporation
F&M Schaefer Brewing Company
Socony Mobil Oil Company, Inc.
Standard Oil Company
Stern's
Union Carbide Corporation
United States Tobacco Company
Western Electric Company

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Miss [illegible] Kat [illegible] - 1 - March 22, 1963

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Sincerely,

Douglas Soltar

DOUGLAS SOLTAR

ADMINISTRATIVE FILE
American Social Health Association
X Orgel M. Norman (Dr.)
X Invitation

April 18, 1963

M. Norman Orgel, M. D.
American Social Health Association
1790 Broadway
New York 19, N. Y.

Dear Dr. Orgel:

Thank you for your letter of April 10th in which you invite me to attend a luncheon on April 22.

Unfortunately, my schedule is such as to preclude any possibility of my being in the City of St. Louis on that date. I, therefore, cannot accept the invitation.

Very truly yours,

M. J. Gibbons
Executive Assistant to the
General President

MJG/yk

SUPPORTED BY THE NATION'S UNITED COMMUNITY CAMPAIGNS

American Social Health Association

1790 BROADWAY • NEW YORK 19, N. Y. • CABLE ADDRESS: ASHAMYINC • TELEPHONE: CIRCLE 5-8000

April 10, 1963

Mr. Harold Gibbons
1641 S. Kingshighway
St. Louis 10, Missouri

Dear Mr. Gibbons -

Father Trafford Maher and I are the St. Louisans on the Board of Directors of the American Social Health Association. On April 22, the Association will meet in St. Louis and we would like to invite you to be our guest at a meeting of its Board of Directors for lunch at 12:00 noon at the Chase-Park Plaza Hotel.

At this luncheon there will be a discussion of the present status of the problem of narcotic addiction and a presentation of the findings of a national study of VD incidence recently completed by the ASHA.

Because of your involvement in this community you will be interested in the facts presented.

The luncheon will be over by 2:00 P.M. Please fill in the enclosed form so we can save a place for you.

Cordially,

M. Norman Orgel, M.D.

Encls.

P.S. Spoke to Bill Gomberg a few days ago. He sent his regards.

ATIVE FILE

American Society of
Military Comptrollers
x Scott, Thomas Lee

April 8, 1963

A QUESTION FOR THE PRESS, et al

Dear Sirs:

One question please. Why be so concerned about "managed news" only, when certain of the Air Force "military brass" testify erroneously (intentionally or through lack of acumen) before the Congress each and every year; year after year? This is what is known as SOP (Standard Operating Procedure). A lack of knowledge or factual information is not near as dangerous as false or misleading information. Moving "military brass" out of civilian type jobs (noncombat) will stop such disregard for the principles and laws involved.

This accusation is no way, is intended as a reflection on the Office of the Secretary of Defense.

Sincerely,

Thomas Lee Scott

Thomas Lee Scott
Past National Secretary
American Society of
Military Comptrollers

3202 South Glebe Road
Arlington 2, Virginia

Distribution: Border to Border
Coast to Coast

More to come

AMERICAN SOCIETY TOOL AND MANUFACTURING ENGINEERS

CHAPTER NO 71 CEDAR RAPIDS. IOWA

Lisbon, Iowa

February 3, 1964

Mr. James R. Hoffa
President
25 Louisiana Ave. N
Washington 1, D.C

[redacted]

Dear Mr. Hoffa:

Thank you for your reply of Jan. 30.

When I first proposed that Mr. Hoffa be our conference speaker our society board went into a tizzy. About 70% of the board were eager to meet and to listen to Mr. Hoffa, while 30% were vehemently opposed to having him on the program.

This opposition interested me and I went into it carefully. I found that it was based not on contact with any branch of your union, nor on any research of the union or its officers, but on newspaper publicity alone.

I suspect that this 70-30 cleavage is also national in scope and that it is likewise founded on nothing more than newspaper propaganda. Newspapers, as most of us should know, are the worst possible source of unbiased news. In any case, your appearance before us would have been warmly welcomed by the majority of our people.

May I suggest that such an appearance is still possible? We will have three speakers in the morning session and two speakers for the afternoon. Should you find that you could make our April 4 date, even though such a discovery come only a week before such date, why not still plan to visit us and talk to us?

You could, with great effect, be the final speaker on our program. So far as publicity is concerned, I would do whatever you wished. You could, in fact, be introduced without any advance notice at all. Also, your presence in the area could come as a complete surprise to all. I live, you see, in a small broken-down farm town, where nothing ever happens and where a man can live undiscovered forever. Prior to the conference, we would be happy to have you as a completely anonymous guest.

Very truly yours,

R. M. Radl

GENERAL PRESIDENT
OFFICE OF
FEB 2 8 10 AM 1961
RECEIVED

January 30, 1964

Mr. R. M. Redl
Lisbon,
Iowa

Dear Mr. Redl:

This will acknowledge your letter of January 20th, concerning a speaking engegement on April 4, 1964.

I am sorry, but it all depends on whether or not I am in trial on that date. Once a trial date has been set, I would be able to let you know. If this would be too late, then I must regretfully decline.

Fraternally yours,

James R. Hoffa
General President

JRH:js

AMERICAN SOCIETY OF TOOL AND MANUFACTURING ENGINEERS

CHAPTER NO. 71 CEDAR RAPIDS, IOWA

R. M. Radl
Lisbon, Iowa

Mr. James R. Hoffa
General President
25 Louisiana Ave. N.W.
Washington 1, D.C.

January 20, 1964

Dear Mr. Hoffa:

Following the suggestion in your letter of Aug.1, 1963, I am again writing you to ask if you would be the principal speaker at our 10th annual College-Industry Conference in Iowa City on April 4, 1964.

With the exception of principal speaker, our program is complete. The following make up the program:

Jack C. Staehle - Vice President, operations and industrial relations, Aldens, Inc; Chicago, Ill.

Richard Thornton - General Manufacturing Manager, General Parts Div.; Ford Motor Co.

Col. Wm. J. Dermody - Technical Executive Assistant, The Sheffield Corp.; Dayton, Ohio.

Ralph Kaisch - Division Manager; Rezolin, Inc. Mt. Clemens, Michigan.

Mr. Hoffa, may I hear from you by Feb. 1? Shortly after this date our final program draft goes to the printers.

Again, we thank you for your interest.

Very truly yours,

R. M. Radl

RMR/r

ORGANIZED TO FURTHER RESEARCH IN TOOL ENGINEERING AND TO ADVANCE THE SCIENTIFIC AND EDUCATIONAL PROGRESS OF CREATIVE MANUFACTURING

AMERICAN SOCIETY OF TOOL AND MANUFACTURING ENGINEERS

CHAPTER NO. 71 CEDAR RAPIDS, IOWA

ADMINISTRATIVE FILE
American Society of
Tool and Manufacturing
Engineers
x Invitation
x Radl, R. M.

Lisbon, Iowa

Aug. 5, 1963

International Brotherhood
of Teamsters
Mr. James R. Hoffa - General President
25 Louisiana Ave., N.W.
Washington 1, D.C.

Dear Mr. Hoffa:

Thank you for your encouraging letter of Aug. 1.

As you suggest, I will write you again early next year. Also, by that time, I will be able to give you more datailed particulars on our conference program for April 4, 1964.

Again, thank you for your kindness and interest.

Very truly yours,

R. M. Radl

RMR/r

ORGANIZED TO FURTHER RESEARCH IN TOOL ENGINEERING AND TO ADVANCE
THE SCIENTIFIC AND EDUCATIONAL PROGRESS OF CREATIVE MANUFACTURING

ADMINISTRATIVE FILE

American Society of Tool & Mfr.
Tool & Manufacturing Engineers)
x Hoffa
x Radl, R. M.

August 1, 1963

Mr. R. M. Radl
American Society of Tool and
Manufacturing Engineers
Lisbon, Iowa

Dear Mr. Radl:

Thank you for your letter of July 6th inviting me to be the principal speaker at your 10th College-Industry Conference on April 4, 1964.

Because of my pending court cases and also the fact I may be in negotiations after the first of the year, I am in no position to make commitments for speaking engagements this far in advance. The only suggestion I can make is that you contact me after the first of the year when I will be in a better position to consider accepting dates for 1964.

Very truly yours,

James R. Hoffa
General President

JRH/yh

AMERICAN SOCIETY OF TOOL AND MANUFACTURING ENGINEERS

CHAPTER NO. 71 CEDAR RAPIDS, IOWA

Reply to: R. M. Radl

Lisbon, Iowa

July 6, 1963

Mr. James R. Hoffa
President - Teamsters Union
29 E. Madison St.
Chicago, Illinois

Dear Sir:

Could you be our principal speaker at our 10th College-Industry Conference, to be held at the University of Iowa on April 4, 1964?

There is a growing feeling among our membership, comprised of management and production engineering representatives, that we would do well to study the many aspects of labor more closely than has been the case. Too many of us are so deeply involved in the problems of design, materials, tooling, and production, that we tend to minimize that final important ingredient of manufacture; namely, labor.

I know that you would give us an important, an instructive, and a very interesting talk.

Very truly yours,

R. M. Radl

ORGANIZED TO FURTHER RESEARCH IN TOOL ENGINEERING AND TO ADVANCE THE SCIENTIFIC AND EDUCATIONAL PROGRESS OF CREATIVE MANUFACTURING

AFTERNOON ACTIVITIES

Department of Art

1:55 p.m. Bus will leave from East Entrance, Iowa Memorial Union

2:00 p.m. Conducted tour of the *Charles Sheeler Retrospective Art Exhibition*
Main Gallery, Art Building

2:45 p.m. **"Metal Casting of Sculpture"**—Alex Soroka
UBTD Art Casting Laboratory

4:00 p.m. Bus leaves for University Library

FEES

Conference:	
Registration Fee	$5.50
Students and Faculty	1.00
Luncheon:	1.75
Ladies' Program:	
Registration Fee	1.00
Luncheon	1.75

You are requested to return your advance registration as soon as possible. Registering in advance will benefit you in many ways, such as avoidance of unnecessary waiting at registration and assured reservations for the luncheon. We cannot guarantee reservations at the luncheon unless you register in advance.

Send registrations and requests for additional information to:

William D. Coder
Director of Conferences
Extension Division
State University of Iowa
Iowa City, Iowa

Make checks payable to the State University of Iowa.

All arrangements for the conference have been made through the very able assistance of the above office.

CONFERENCE COMMITTEE

Co-Chairmen: Russell Swearingen, Collins Radio Co.; Don Bree, Collins Radio Co.

Program Chairmen: Richard Kuhl, Cherry-Burrell Corp.; Richard Radl, Illini Molded Plastics

Publicity Chairmen: Robert Chapman, Collins Radio Co.; Richard Wright, Iowa Manufacturing Co.

Faculties Chairman: Edward Mielnik, State University of Iowa

Campus Coordinator: Richard Riley, State University of Iowa

Ladies' Program: Ila Swearingen; Barbara Bree; and Donna Riley

NINTH ANNUAL

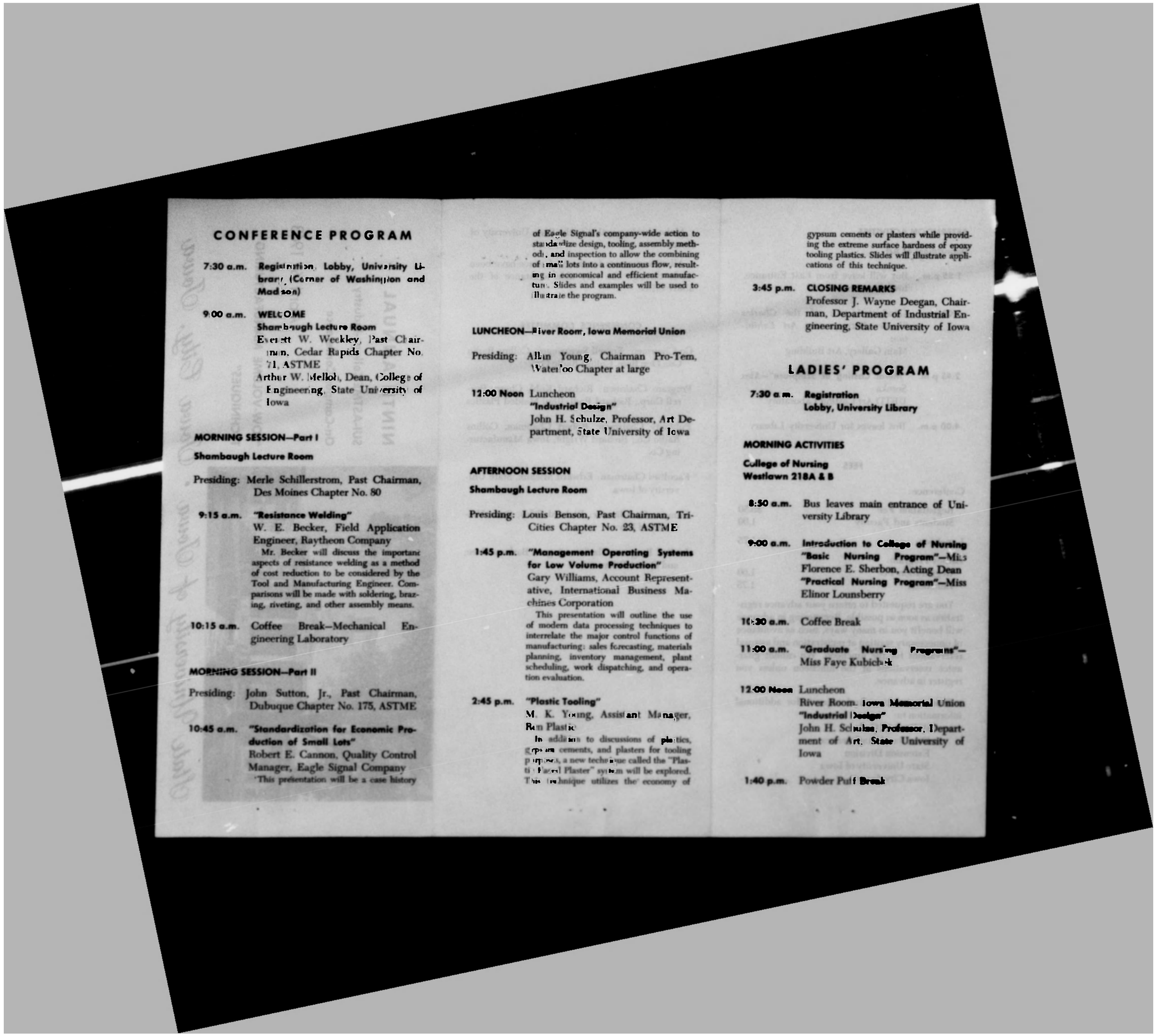
SUI-ASTME College-Industry On-Campus Conference

April 6, 1963

"LOW-VOLUME MANUFACTURING TECHNIQUES"



State University of Iowa • Iowa City, Iowa



CONFERENCE PROGRAM

7:30 a.m. **Registration, Lobby, University Library (Corner of Washington and Madison)**

9:00 a.m. **WELCOME**
Shambaugh Lecture Room
Everett W. Weekley, Past Chairman, Cedar Rapids Chapter No. 71, ASTME
Arthur W. Mellott, Dean, College of Engineering, State University of Iowa

MORNING SESSION—Part I
Shambaugh Lecture Room

Presiding: Merle Schillerstrom, Past Chairman, Des Moines Chapter No. 80

9:15 a.m. **"Resistance Welding"**
W. E. Becker, Field Application Engineer, Raytheon Company
Mr. Becker will discuss the important aspects of resistance welding as a method of cost reduction to be considered by the Tool and Manufacturing Engineer. Comparisons will be made with soldering, brazing, riveting, and other assembly means.

10:15 a.m. Coffee Break—Mechanical Engineering Laboratory

MORNING SESSION—Part II

Presiding: John Sutton, Jr., Past Chairman, Dubuque Chapter No. 175, ASTME

10:45 a.m. **"Standardization for Economic Production of Small Lots"**
Robert E. Cannon, Quality Control Manager, Eagle Signal Company
This presentation will be a case history of Eagle Signal's company-wide action to standardize design, tooling, assembly methods, and inspection to allow the combining of small lots into a continuous flow, resulting in economical and efficient manufacture. Slides and examples will be used to illustrate the program.

LUNCHEON—River Room, Iowa Memorial Union

Presiding: Allan Young, Chairman Pro-Tem, Waterloo Chapter at large

12:00 Noon Luncheon
"Industrial Design"
John H. Schulze, Professor, Art Department, State University of Iowa

AFTERNOON SESSION
Shambaugh Lecture Room

Presiding: Louis Benson, Past Chairman, Tri-Cities Chapter No. 23, ASTME

1:45 p.m. **"Management Operating Systems for Low Volume Production"**
Gary Williams, Account Representative, International Business Machines Corporation
This presentation will outline the use of modern data processing techniques to interrelate the major control functions of manufacturing: sales forecasting, materials planning, inventory management, plant scheduling, work dispatching, and operation evaluation.

2:45 p.m. **"Plastic Tooling"**
M. K. Young, Assistant Manager, Ram Plastic
In addition to discussions of plastics, gypsum cements, and plasters for tooling purposes, a new technique called the "Plastic Faced Plaster" system will be explored. This technique utilizes the economy of gypsum cements or plasters while providing the extreme surface hardness of epoxy tooling plastics. Slides will illustrate applications of this technique.

3:45 p.m. **CLOSING REMARKS**
Professor J. Wayne Deegan, Chairman, Department of Industrial Engineering, State University of Iowa

LADIES' PROGRAM

7:30 a.m. **Registration**
Lobby, University Library

MORNING ACTIVITIES
College of Nursing
Westlawn 218A & B

8:50 a.m. Bus leaves main entrance of University Library

9:00 a.m. **Introduction to College of Nursing**
"Basic Nursing Program"—Miss Florence E. Sherbon, Acting Dean
"Practical Nursing Program"—Miss Elinor Lounsberry

10:30 a.m. Coffee Break

11:00 a.m. **"Graduate Nursing Programs"**—Miss Faye Kubichek

12:00 Noon Luncheon
River Room, Iowa Memorial Union
"Industrial Design"
John H. Schulze, Professor, Department of Art, State University of Iowa

1:40 p.m. Powder Puff Break

AMERICAN STANDARDS ASSOCIATION
INCORPORATED
10 East 40th Street
New York 16, N. Y.

ASA

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American Standards Association

SECTIONAL COMMITTEE CORRESPONDENCE- X

ADDRESS REPLY TO
MH-9/2

M I N U T E S

ASA Sectional Committee on
Longsboring Safety on the Docks, MH9
March 22, 1963

Present

Captain G. H. E. Buxton, Chairman	
Raail A. Needham, Jr.	Bureau of Labor Standards, U. S. Dept. of Labor
Theodore H. Alff	Maritime Advisory Cargo Handling Safety Committee
John L. Eyre	American Association of Port Authorities
Abraham Weias	International Brotherhood of Teamsters
Lomis J. Iaaaetti	U. S. Navy
William E. Cleary	American Waterways Operators
Cdr. William P. Rea III	U. S. Coast Guard
Edwin T. Loas	U. S. Department of the Army
Harold M. Hoops	Association of Casualty and Surety Companies
J. R. Roble	American Petroleum Institute
Renaeth P. Kroupa	National Association of Mutual Casualty Companies
William V. Hayes	Association of American Railroads
Lester Buttoa	National Safety Council
O. S. Carliea	Industriel Truck Association
C. H. Powars	Material Handling Institute
Joseph Leonard	International Longshoremen's Association
R. O. Breeden	Industriel Safety Equipment Association

Others Present

Cdr. James E. Fleming	U. S. Coast Guard
Alfred Barden	U. S. Department of the Army
P. R. Devis	Industriel Safety Equipment Association
John R. Baughman	National Association of Mutual Casualty Companies
L. C. Mudgins	National Association of Mutual Casualty Companies
Robert D. Gidel	Bureau of Labor Standards, U. S. Dept. of Labor
Robert T. Row	Association of American Railroads

Absent

Al Taaner	A.F.L.-C.I.O.
Robert M. Griffiths	American Society of Safety Engineers
Lee J. Coughlin	American Warehousemen·s Association
P. R. Petherston	Compressed Gas Association
James R. Bale	Illuminating Engineering Society
Carl Mattei	International Association of Govt. Labor Officials
Jeff Ribre	International Longshoremen's & Warehousemen's Union
William H. Sardo	National Wodden Pallet Manufacturers Association
C. M. Zerr	Wire Rope Technical Board

Tha meeting was called to order at 9:45 a.m. Opening address by Lester Dutton, National Safety Comncil (sponsor). Representatives present introduced themselves to the chair.

Mr. L. Carvey gave a brief talk on the American Standards Association, its history and functiona. Ha alae recoaaeaded that no publicity be released on these hearings as it might be miaintarprated or misconstrued.

Mr. Dutton then introduced the Chairman of the MH9 Sectional Coamittee, Captain G. H. E. Buxton and the Secretary, Baail A. Needham, Jr. Captain Buxton then took the floor and stated that becauae thia committee was working directly under the by-laws of ASA, that the following ground rules be adopted.

1. For persons addressing the committse to first identify themselves.
2. Romain seated while speaking.
3. That subcoaaittees appointed to investigate and recommend certain standards will have to take into consideration tha peculiarities of longshoring as opposed to other industries.
4. That a system of communication be instituted such that all subcommittees have a con tant flow of information on the overall picture as to progress and work of all subcommittees.

Motion was aads by Mr. T. Alff to adopt these points. Seconded by Mr. A. Barden. A vote was taken and the motion carried.

After diacuaaion and comment, a motion was made and voted upon to accept the revised wording for the acope of the MH9 Committee which reads as follows:

"To formulate safety recommendations for facilities and equipment used in the transfer of cargo on the docks, including transfer to and from means of land transportation, in order to provide a reaaonably aafe work place and to prevent injuries to employees involved, as well as to tha public.

These recommendetions which will in no way conflict with existing regulations administered by federal, state and local authoritiea, shall be applicable to all requirements for the prevention of injuries or accidents in the operations involved in longshoring on the docks."

Tha Chairaan next listed and outlined the areas which would be developed by the following subcommittees.

Subcoaaittee #1 — DEFINITIONS

Subccmmittee #2 — PHYSICAL STRUCTURE
- a. 1. Access (main gate, doors, ramps, farm)
 2. Elevators, escalators, stairways
- b. Housefalls

Sebcoaaittoe #3 — WORKING SURFACES
- a. Floors
- b. Stringpiece
- c. Platforms and skids
- d. Lofts

Subcoaaittee #4 — CARGO HANDLING GEAR
- a. Mechanically powered vehicles (fork lifts, cranes, etc.)
- b. Powered conveyors
- c. Winches and car movers
- d. Chutes, gravity conveyors, rollers
- e. Auxiliary gear (slings, shackles, hooks, etc.)

Subcommittee #5 — HANDLING CARGO
- a. Pallets (stowing and use of)
- b. Cargo containers (stowing and use of)
- c. Tiering and breaking down
- d. Railroad cars
- e. Trucks
- f. Slinging

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Subcommittee #6	GENERAL WORKING CONDITIONS a. Housekeeping b. Illumination c. Ventilation d. Sanitation and drinking water e. First Aid
Subcommittee #7	PERSONAL PROTECTIVE EQUIPMENT a. Eye b. Respiratory c. Head d. Foot e. Clothing
Subcommittee #8	PUBLICITY

Cdr. Fleming, U. S. Coast Guard asked whether there were provisions for forming new subcommittees where there might be an area found that should be investigated. Chairman Buxton pointed out that new subcommittees could be formed and that subcommittees that were given certain areas to investigate might be given additional points to cover and that this certainly was not the final number of subcommittees to be formed. Areas suggested by Cdr. Fleming were fire protection, hazards as to welding on the piers, security guards, safety inspectors. Mr. Carvey, ASA informed the membership that there might be standards covering certain areas already in existence and that possible injuries to inspectors, guards, etc. are covered by the words in the scope "and the public." Chairman pointed out that the subcommittees that would be formed would be given copies of existing standards where certain standards might already be covered by said standards. S. Gidal pointed out that if a subcommittee was confronted with a problem that they might not be able to resolve, that perhaps it might be given over to another subcommittee for investigation. Mr. Carvey pointed out that certain standards are now in the process of being studied for possible revision and that some of the standards might be applicable in the cases of studies of certain subcommittees. Cdr. Fleming stated that the Coast Guard recommendations could always be improved upon and if certain standards were formulated which might aid in safety on the docks, they might add them to their existing code. Mr. Leonard, I.L.A. brought the point of chemical identification on the floor for discussion. Chairman Buxton answered that this area would be one of the subjects for a subcommittee to investigate and bring in findings so that a standard could possibly be formed to cover this area. B. A. Needham, Secretary pointed out that some of the areas brought up for question on the floor certainly were excellent ones for consideration and should be given to subcommittees for investigation. Mr. Noble recommended that the National Manufacturing Chemists Association be notified as to the formation of such a subcommittee. Mr. Barden informed the membership that at the present time, steps were being taken to resolve certain problems existing between the I.C.C. and the Coast Guard with regard to marking of individual containers as far as labeling is concerned. Chairman Buxton informed the membership that the chairman of subcommittees which were to be formed had no limitations or restrictions as to who they wished to confer with or call in for consultation in order to get the best information within the area that they wished to investigate. He requested that the Secretary and Chairman be considered ex-officio members of subcommittees so that they could be called upon at any time by any of the committees for information or aid. Mr. Dutton also stated that the National Safety Council could be called on to help in any way they could.

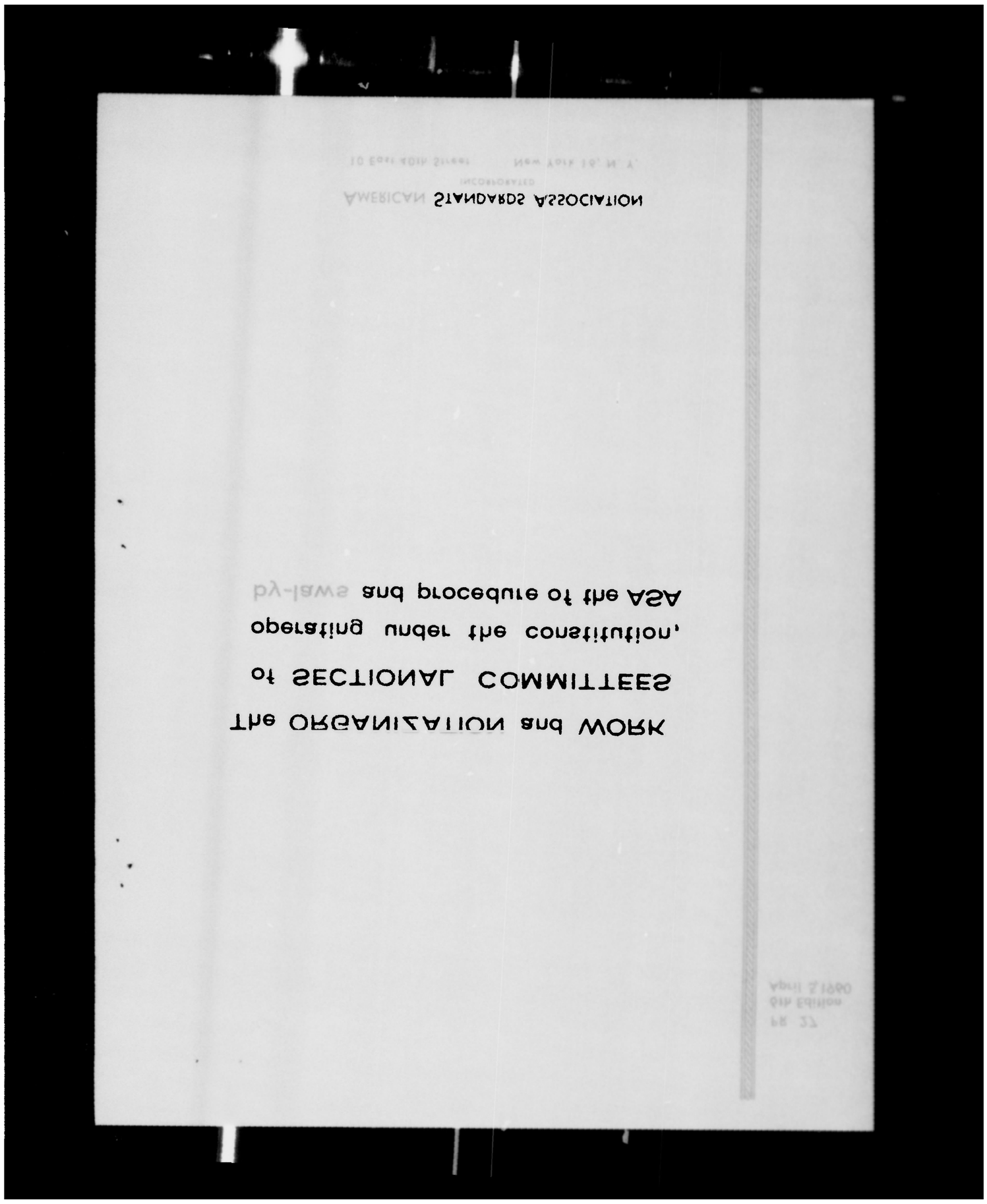
A motion was made by R. Gidal to adjourn the meeting, seconded by T. Alff. Meeting was adjourned at 12:30 p.m.

PR 27
6th Edition
April 5,1960

The ORGANIZATION and WORK of SECTIONAL COMMITTEES

operating under the constitution, by-laws and procedure of the ASA

AMERICAN STANDARDS ASSOCIATION
INCORPORATED
10 East 40th Street New York 16, N. Y.


AMERICAN STANDARDS ASSOCIATION
INCORPORATED
The ORGANIZATION and WORK
of SECTIONAL COMMITTEES
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rules and procedure of the ASA

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American Standards Association
Major Steps in ASA Sectional Committee Procedure
Major Steps in ASA Existing Standards Procedure
Major Steps in ASA General Acceptance Procedure
International Standardization

THE ORGANIZATION AND WORK OF SECTIONAL COMMITTEES

1. Introduction

1.1 The purpose of this document is to serve as a guide to the organization and operation of committees engaged in the development or revision of American Standards under the Sectional Committee Method of Procedure of the American Standards Association, Incorporated (ASA). The information contained herein is based on the requirements of the Procedure and the policies adopted by ASA Board of Directors and Standards Council. It includes suggestions of the Committee on Procedure of the Standards Council developed from the experience of the Association. To set the background for the guide, the scope of activities, the types of standards that may be approved by ASA, and some of the fundamental principles on which the Procedure is based are given. A flow chart illustrating the Sectional Committee Method is provided for a brief review of the steps taken from the initiation of a project to the approval and publication of the standard. Flow charts illustrating other methods provided for in the Procedure are also included.

2. General Information Concerning ASA

2.1 The American Standards Association, Incorporated. The American Standards Association was organized in 1918 to serve as the clearingnouse for industrial, technical, and governmental groups to coordinate their standardization programs. Incorporated in 1948, the ASA is a federation of approximately 121 national organizations and some 1,990 company members.

One of the principal functions of the Association is to reinforce the standards activities of all national bodies that develop standards by bringing to them the support of all interested groups.

2.2 Board of Directors. The executive, financial, and general administrative functions of the Association are in the hands of a Board of Directors.

2.3 Standards Council. The Standards Council has general supervision over the approval of standards. It is composed of representatives of all Member-Bodies of the Association. By its own action or through its designated agencies it approves the initiation of projects; the scope of the undertakings; the personnel of committees; acts on appeals from actions of its designated agencies; and finally it sets the approval of the Association on the resulting document as an American Standard. Approval of a standard is based on (1) regularity of procedure in the development of the standard; (2) adequacy of representation of the committee responsible for the development of the standard; (3) the degree of agreement reached in the committee; and (4) the status of the proposed standard.

2.4 Board of Review. A Board of Review composed of six members elected from the membership of the Standards Council is vested with the authority to approve and withdraw standards on behalf of the Standards Council upon the recommendation of a standards board.

2.5 Standards Boards. Where standardization activities in a major field are sufficiently extensive to warrant it, standards boards (formerly called correlating committees) aid the Standards Council and Board of Review. Their membership consists of representatives of organizations having a direct or substantial interest in the field in question and members-at-large, and must be initially approved by the Standards Council with subsequent review as their personnel changes. They coordinate ASA work in their respective fields and, through them, standards are passed to the Board of Review for final approval. Standards boards now functioning are:

Acoustical Standards Board (ASB)
Chemical Industry Advisory Board (CIAB)
Construction Standards Board (CSB)
Consumer Goods Standards Board (CGSB)
Electrical Standards Board (ESB)
Graphic Standards Board (GSB)
Highway Traffic Standards Board (HTSB)
Materials and Testing Standards Board (MTSB)
Mechanical Standards Board (MeSB)
Mining Standards Board (MiSB)
Miscellaneous Standards Board (MSB)
Nuclear Standards Board (NSB)
Photographic Standards Board (PSB)
Safety Standards Board (SSB)

2.6 Advisory Boards. It will be noted that one of the above titles includes the word "Advisory," namely, Chemical Industry Advisory Board. This inclusion is made to indicate that the board functions in an advisory capacity only. An advisory board has no administrative functions. It does not supervise a series of projects assigned to it by the Standards Council or the chairman of the Council. It can make studies concerning the need for standardization and recommend action by the appropriate body. It can suggest representation of the field of activity from which it springs on various sectional committees, the work of which it has studied. It can present recommendations to sponsors of projects, officers of sectional committees, the industry with which it is affiliated or to the groups concerned with a particular field of activity, and to the ASA. It may be organized as an industry advisory group or for advisory work in a particular field of activity. Where standardization activities in a major field of activity become sufficiently extensive, an advisory board may be reorganized into a standards board with full authority to handle the administrative and judicial functions assigned to such boards under the provisions of Article 4 of ASA By-Laws.

2.7 International Cooperation. The American Standards Association serves as the channel through which American government and business cooperate with other countries in standardization matters. All the industrial countries have found it necessary to set up national standardizing bodies. The ASA maintains cooperative relations with all of these, and carries files of their standards.

2.7.1 The ASA cooperates in this work through the International Organization for Standardisation (ISO), the International Electrotechnical Commission (IEC), which is now the Electrical Division of the ISO, the Pan American Standards Committee (PASC), and through its contacts with other international groups.

2.7.2 The ISO and the IEC provide the channel for international cooperation in standardization work (the relationship of ASA to ISO and IEC is illustrated in ASA Chart 10, attached). Through ASA memberships on the technical committees of the ISO, American government and business can cooperate in the unification of the national standards of the different countries. As of April 1, 1959, 40 countries were members of ISO and 91 technical committees were in progress. The United States was actively participating in the work of 44 of these committees, of which it held the secretariat of 8, and had observer status in the balance.

Similarly, international cooperative work in the electrical field is carried on through technical committees of the IEC. As of April 1, 1959, 33 countries were affiliated with the IEC and technical undertakings were in progress on 43 subjects. This country was participating in all but one of these and was taking leadership in 5 of them.

2.7.3 It is the policy of the ASA to exchange information on work in progress with the standardizing bodies of foreign countries. In cases in which a committee so desires, the ASA office arranges for an interchange of memoranda, draft standards, technical data, and liaison representation.

2.8 Publications. In addition to the publication of American Standards, ASA publishes a monthly magazine, entitled THE MAGAZINE OF STANDARDS, devoted exclusively to developments in the field of standardization at home and abroad. It is sent to all members of ASA and to committee chairmen and secretaries. A list of standards approved as American Standard is also published. A STYLE MANUAL published by the ASA (revised 1959) is available for the use of committees and organizations wishing to pattern their standards after those of ASA.

2.9 Library and Technical Service. The Association maintains a library of approximately 70,000 American and foreign standards and related material for the use of its members and committees. In addition, a technical service engineer is available to collect and supply technical information concerning American Standards and standards of other countries and to conduct surveys of standards available in any particular field for the use of the committees and members of the Association. General information as to the activities of the Association can be secured from ASA headquarters.

2.10 ASA Headquarters. The routine work of the ASA is carried on by a technical staff, which follows the various standardization projects and assists in their orderly development.

3. Fundamentals of ASA Policy

3.1 Objectives of ASA. The Member-Bodies forming the ASA federation have adopted the following objectives as given in ASA Constitution:

> "To provide systematic means by which organizations concerned with standardization work may cooperate in establishing American Standards, to the end that duplication of work and the promulgation of conflicting standards may be avoided.

"To stimulate the work of existing committees and other organizations competent to formulate standards suitable for approval as American Standards, and to bring about the establishment of committees or organizations for this purpose where they do not already exist, but not to formulate standards.

"To serve as a clearinghouse for information on standardization work in the United States and foreign countries.

"To further the standardization movement as a means of advancing national economy and to promote a knowledge of and use of approved standards.

"To act as the authoritative American channel in international cooperation in standardization work, except in those fields adequately provided for by existing international organizations."

3.2 Scope of ASA Activities. The Board of Directors upon recommendation of the Standards Council has adopted the following statement of scope of activities of the Association pertaining to the development and approval of standards:

"The ASA is so organized that it can handle any standard or standardization project which deserves national recognition -- whether, but not exclusively, in the field of engineering, accounting, business practice or consumer goods." (BD Min 800, 9-10-56)

3.3 Standards Suitable for Approval. To define clearly the types of standards suitable for approval by ASA as "American Standard," the Board of Directors upon recommendation of the Standards Council adopted the following policy statement:

"In order to be suitable for approval by the American Standards Association, a standard shall be sufficiently definite and conclusive to form a criterion by which one skilled in the art may determine whether material, work, product, process, procedure, operation or usage conforms to the standard." (B LB 142, 9-11-57)

This policy is accompanied by an explanation of "one skilled in the art," as follows:

"A word should be added in reference to the inclusion of the patent office phrase 'one skilled in the art.' If some such condition or acceptance were not included, the definition would be too strict to be practicable. In the traffic colors, for example, the question immediately arises as to what is red, what is green, or yellow. If a standard required that the length of a test specimen shall be three inches, the question immediately arises as to what is meant by three inches. Must it be accurate to a tenth of an inch, or a ten thousandth of an inch? If flexibility were not

introduced by some such phrase as 'one skilled in the art' every dimension would have to be accompanied by a tolerance. Similarly, every temperature or any other numerical value would have to be accompanied by a tolerance if the standard were to be strictly complied with. 'One skilled in the art' will know whether the length or the temperature or other technical provision is of primary importance, or of only secondary importance in the standard. Many such secondary factors are customarily left to the trained judgment of the man who is using the standard." (B LB 142, 9-11-57)

3.4 Voluntary Nature of American Standards. The existence of an American Standard does not in any respect preclude any person from manufacturing, selling, or using products, processes, or procedures not conforming to the standard. Adherence or nonadherence to a standard is left to individual discretion unaffected by agreements, understandings, or directions of any type whatsoever. (See 11.8)

3.5 Basic Principles Underlying ASA Work. "The ASA does not attempt to make decisions of industrial policy through its own administrative agencies (Board of Directors, Standards Council, etc). It provides the machinery (sectional committees, conferences, etc) through which the industries themselves arrive at such decisions. In every case the facts regarding such decisions, and the procedure followed in reaching them, are made clearly available to all concerned.

"It follows as a corollary that the ASA takes up new projects only upon request, and only when such a request has sufficient industrial support to warrant the undertaking of the project, the facts, again, being available to all concerned.

"The converse corollary follows in precisely the same way, viz: that the ASA itself, on a basis of engineering or economic considerations, does not make specific negative decisions, for example, either against initiating a project, or for stopping a project already started. In such cases the responsibility before the public lies with the group or groups through whose actions such decisions are reached.

"The functions of the Board and the Standards Council in all such matters are distinctly judicial ones. These functions have to be so scrupulously guarded and the record made so clear and precise that there can be no grounds for suspicion that the judicial processes of the ASA are being diverted to selfish ends by any group, or that they are being used as a screen by any party to a controversy. In fact, much of ASA procedure is so clearly of a judicial nature that it has to be carried out with all of the scrupulous care which is exercised in the best of courts. It is important that the various groups and individuals having to do with the work of the Standards Council and the Board clearly understand this fact.

"Ample machinery in the form of sectional committees, conferences, special committees, etc, is provided for the reconciliation of divergent views on technical matters, and for the resolution of technical controversies when they arise. Cooperating bodies and their representatives are under obligation to use this machinery for such questions, instead of attempting in any manner to introduce them into the judicial processes of the ASA.

"Furthermore, the functions of the ASA are limited to matters having to do with standardization. Hence, it may not be used in efforts to adjust extraneous questions arising between organizations. For example, the Procedure provides that matters of representation are to be determined simply upon the principle that 'groups having a substantial interest' in a standard 'have an inherent right to representation on the body dealing with the subject matter of the standard.'

"These principles require thoroughgoing responsibility on the part of cooperating bodies and their representatives -- responsibility in three senses, viz:

"(a) Responsibility in representation. It is the duty of a representative (1) to keep sufficiently in touch with his organization so that he can correctly interpret its attitude in the development of the work and can participate in decisions in committees; (2) to keep his organization informed of developments; (3) to act as a leader in the formulation of the policies of his organization in regard to the matters with which he is dealing; and (4) to refer back to his organization questions upon which he feels unauthorized to speak for it;

"(b) Responsibility in the sense of carrying out with administrative orderliness, competence, and with reasonable promptness, work for which responsibility has been assumed;

"(c) Responsibility before the world for the consequences of the acts of its authorized committees and representatives, scrupulous care being taken that no effort shall be made to shift this responsibility to the ASA." *

4. Fundamentals of ASA Procedure

4.1 Consensus Principle. The basic principle underlying all ASA work is that a consensus must be reached of those having substantial concern with the scope and provisions of a proposed standard. This consensus principle of finding the weight of opinion of all parties at interest extends to decisions on the initiation of work under ASA procedure, to the method to be followed in carrying on the work, and to the final approval of a standard (ASA Constitution, Article C 3 -- Basic Principles). The judicial determination of whether there is a consensus of those concerned with the project is a function of the Standards Council or its delegated subdivisions -- standards boards or Board of Review as the case may be. The required votes governing the actions of these bodies is spelled out in the By-Laws.

* Approved by the Standards Council, March 12, 1931 (Min 2392) and the Board of Directors, March 30, 1931 (Min 2409)

4.2 Providing Systematic Means for Establishing Standards. One of the principal functions of the Association is to provide systematic means by which organizations concerned with standardization work may cooperate in establishing American Standards. This is in order that duplication of work and promulgation of conflicting standards by several organizations may be avoided. This systematic means by which American Standards are established in compiled form is called ASA Procedure. It is published along with ASA Constitution and By-Laws in a document entitled THE ASA SYSTEM (PM 125a). The provisions of the Procedure embody the essentials for arriving at the consensus referred to in 4.1.

4.3 Consideration of New Projects. ASA considers the initiation of new projects only upon request of a responsible organization or group. In most cases such organizations or groups are national in character. If a proposal is made by a company or individual it may be honored by ASA, although ASA usually suggests that endorsement of the proposal be obtained from the trade association(s), technical society(ies), or other national group(s) concerned. The proposed project may deal with a standard already in use, or it may involve the development of an entirely new standard. It may encompass one or more of a wide variety of types of standards, such as: dimensional standards; specifications for materials; methods of test; performance specifications; methods of analysis; definitions of technical terms; standards on industrial safety and industrial health; building codes; and procedures. The Association provides the machinery through which the interested groups themselves arrive at decisions concerning such proposals. ASA determines whether or not the decisions are supported by a consensus. If so supported, ASA takes action on the initiation of a project or on the approval of a standard.

5. Nature of the Sectional Committee Method

5.1 The Sectional Committee Method, one of the methods recognized by ASA Procedure as meeting the basic requirements of the Association, consists in the formation, at the beginning of a project, of a committee to develop one or more standards under an assigned scope. The committee is composed of representatives accredited for the purpose by the various organized groups concerned with the project and, when desirable, companies and specially qualified individuals as general interests. Membership in a sectional committee may also be in the name of the organization as such, no individual being designated as representative or alternate. (Procedure 201)

5.2 The special utility of the Sectional Committee Method consists in the provision, in advance, of such representation that a consensus will be assured and self-evident when the members have approved their completed assignment. (Procedure 202)

5.3 ASA Procedure specifies that the Sectional Committee Method shall be used in any case in which a group having, in the opinion of the Standards Council, a substantial interest so requests in writing. It shall also be used in cases where, in the opinion of the Council, the standard is intended to be used as mandatory rules of regulatory bodies having police powers. (Procedure 205)

5.4 ASA is prohibited by its constitution from formulating standards. It is not a technical society engaged in standardization work. It therefore cannot

own any committees that formulate standards. Thus sectional committees can only be considered as belonging to the group of organizations having representation on the committee and which have agreed to cooperate, under ASA procedure, in the development of standards they all desire.

6. Initiation of a Project

6.1 Investigation

6.1.1 Any responsible body may request the initiation of a project. It is necessary however for ASA to determine:

(1) If all other groups substantially concerned agree that the proposal is an appropriate one

(2) If there is sufficient technical information available on which to build a standard

(3) If there appears to be a reasonable chance of success for completion of the work

This investigation is conducted by the standards board organized by the Standards Council to supervise the field of work to which the proposal belongs.

6.1.2 The investigation is normally conducted through the medium of a general conference of all interested parties. The conference provides an opportunity for a full discussion of:

(1) The proposed project

(2) The field of work to be covered

(3) The scope of the project if initiated

(4) The organizations that appear to have a degree of interest sufficient to justify representation on the sectional committee

(5) A review of the organizations that might have such a high degree of interest as to indicate their selection for appointment as the leader (sponsor) of the activity

Discussion on these matters and others that may come before the conference result in formal recommendations to ASA. These recommendations are reviewed by the standards board and if found to be supported by a consensus, the standards board may initiate the project.

6.2 Scope

6.2.1 Based on the recommendations of the general conference as to the field of work to be covered by the project, the standards board establishes a carefully worded scope. The scope defines the work to be covered by the project and is especially designed to prevent overlaps in the work under two or more projects. Sectional committees are expected to keep the work within the assigned scope, but are free to recommend its modification at any time. Division of the

work into a number of subprojects is often desirable to facilitate early completion of the assignment.

6.2.2 Scopes should be specific in their coverage and possibly quite limited in breadth, at least at the beginning of a project and until such time as the sectional committee concerned and the sponsor provide evidence that work in a broader field should be carried on (SC Min 611, 5-28-'4). Standards boards having responsibility for the initiation of new projects in the fields of work assigned to them have been advised to exercise great care in the approval of scopes for projects to see that they conform to this policy (XX 2017, 7-9-54).

6.3 Sponsors. One or more organizations principally concerned with the work assigned to a sectional committee may be designated to give administrative support and direction to the committee. Experience has indicated that sponsorship by a single organization is preferable to multiple sponsorships because of the increased efficiency obtained. Where more than one organization serves as sponsor, it is normal practice for one organization to shoulder the bulk of the administrative duties. However, it may be desirable to assign definite portions of the work to each of the sponsors in order to expedite completion of assignments. The joint sponsors confer and advise with one another on any administrative problem that may arise during the course of the work. Joint sponsorship of a project with more than two sponsors should be the exception rather than the rule. While through agreement between organizations one may undertake many of the administrative support functions of sponsors, it does so on behalf of all the sponsor organizations. The agreement recognizes the greater experience in sponsorship activity of one organization and the facilities available for sponsorship operations. However, as far as ASA is concerned, each organization serving as a joint sponsor has responsibility for the administrative support and direction of the work of the sectional committee.

6.3.1 Sponsorship assignments are at any time subject to review or change by ASA (Procedure 106).

6.3.2 Duties of Sponsors. In providing administrative support and direction of the work of a sectional committee, administrative sponsors exercise the following duties, as specified in ASA Procedure:

(1) In cooperation with ASA staff organize the sectional committee (Procedure 207)

(2) Make arrangements for the administrative work, including secretarial services (Procedure 204)

(3) Appoint a chairman, vice-chairman, if desirable, and secretary, or arrange for their election by the sectional committee

(4) Provide ASA headquarters with copies of calls and minutes of all meetings of the sectional committee (Procedure 204)

(5) Provide ASA headquarters with copies of tentative drafts of standards as may be necessary to keep the ASA informed of the progress of the work (Procedure 204)

(6) Provide ASA headquarters with a copy of the ballot form sent to sectional committees on approval of the final draft of the proposed standard (Procedure 204)

(7) Submit to ASA for approval by the appropriate standards board any proposed changes in the scope of work as may be recommended by the sectional committee (ASA By-Laws, Section B 4.2 (c)). This should be done prior to commencing work in an area exceeding the currently approved scope so as to avoid later rejection by ASA of a standard developed under the extended scope.

(8) Upon the organisation of the sectional committee, and preferably before the initiation of its work, submit a list of the members of the committee to ASA for approval (Procedure 208)

(9) Keep alternates fully informed of the work of their committees (See 8.7.1 and 8.7.2)

(10) Report to ASA for approval as "American Standard" any proposed standard developed by the sectional committee together with the results of the committee ballot and its own recommendation concerning approval of the standard (Procedure 212). In recommending approval the sponsor vouches for the technical qualifications of the proposed standard (Procedure 104).

(11) Report the standard to ASA even though the sponsor does not recommend approval (Procedure 212)

(12) After the standard has been approved by ASA, continue or discharge the sectional committee (Procedure 214)

(13) Promote a knowledge of and use of the approved standard to supplement the work of ASA in this respect (ASA Constitution C 2.4)

(14) At any time at its discretion initiate a revision of an approved standard (Procedure 215)

(15) At least once in five years review standards with a view to reaffirmation or revision and advise ASA as to the action taken (ASA By-Laws, Section B 4.2 (i))

7. Organisation of Sectional Committees

7.1 Organization Procedure

7.1.1 The committee is organized by the sponsor in cooperation with ASA, or by ASA on behalf of the sponsor, if the sponsor so desires. Autonomous committees are organized by ASA. (Procedure 207)

7.1.2 The usual method of organizing the committee is for the sponsor to designate a small steering committee, to select from the recommendations of the general conference a tentative list of organizations that have a substantial interest in the project, together with the number of representatives which each should have, due regard being given to the relative importance of the interest of each organization in the project and of the proper balance among the producer, consumer, and general interest groups. (Procedure 208,209, 210)

7.1.3 Every organization found to be substantially concerned with the scope of a project shall be accorded the opportunity for representation on the sectional committee organized under the project. An organization, when found to be substantially concerned, has the right to appoint representatives of its own choosing. An organization does not have to be concerned with all phases of a scope to be substantially concerned. (SC Min 707, 1-25-55)

7.1.4 The expression "substantially concerned" (or "substantial interest") is not defined in ASA Constitution, By-Laws, or Procedure. Therefore, the circumstances in each case must be weighed to determine the degree of concern of any organization. Any organization denied representation has the right to appeal the decision to the standards board, and if necessary, to the Standards Council. The decision of the Council is final. (SC Min 707, 1-25-55)

7.1.5 ASA procedures do not prescribe any rigid form of organization for a sectional committee; the form of organization is left to the sponsors for development and to the standards board for approval. (SC Min 707, 1-25-55)

7.2 By-Laws. While the matter of by-laws is optional with the committee, except under unusual circumstances, such special by-laws will be found unnecessary if the suggestions in this publication are followed. The By-Laws and Procedure of the ASA are all the rules of conduct that a sectional committee needs. If by-laws are established by a sectional committee, they must be consistent with ASA requirements.

8. Approval and Classification of Personnel

8.1 Approval of Personnel. The personnel of the committee when completed must be approved by the standards board concerned. This approval is based upon the following considerations (Procedure 209 and 210):

(1) That the membership is competent and authoritative in its field

(2) That it is adequately representative of those substantially concerned* with the proposed standard or standards, and that the individual members officially represent the bodies appointing them

(3) That an adequate balance exists between the general classifications of members, except when the Standards Council determines the sectional committee is concerned with standards of a scientific or noncommercial character.

* See 7.1.4

(With the latter exception, each member of a sectional committee is classified according to his business affiliation, or, if the appointing organization so indicates, according to the relation of the organization to the project in question.)

8.2 Classification According to Project Subject

8.2.1 Members of the committees dealing with such matters as specifications, dimensional standards, ratings, methods of test, etc, are classified as representing producers, consumers, distributors, and general interests. General interests include independent engineers, educators, and persons who are neither producers nor consumers. They may be classified as producers, consumers, or general interests in accordance with their business interest in the work under consideration.

8.2.2 Members of committees dealing with safety codes are classified as representing manufacturers, employers, employees, governmental bodies having regulatory power or influence over the field in question, insurance representatives, and independent specialists. Independent specialists, such as representatives of technical societies, consulting experts with no exclusive business affiliation, and educators are classified as producers, consumers, or general interests in accordance with their business interest in the work under consideration.

8.2.3 Members of committees dealing with building codes are classified as representing manufacturers, owners, employees, building officials, independent specialists, contractors, and insurance representatives.

8.3 General Interests. Special attention is called to the term "General Interest." Conflicting views and much misunderstanding concerning this classification have occurred in the past. Members of sectional committees are classified as "General Interest" under the following circumstances:

(1) When the business relationship of a member having personal competence on the subject of a standard to be developed cannot be shown to be that of a consumer, producer, distributor, or other similar classification. Examples: consulting expert with no exclusive business affiliation, educator.

When a member selected because of his personal competence is employed by a company having a consumer, producer, distributor relationship to the subject in question, he must be classified according to the company relationship and not as a general interest even though he is not officially representing his company on the committee.

(2) When a member is an employee of a national organization having a general interest and no consumer, producer, distributor, or similar business relationship to the subject of the standard to be developed. Examples: an employee of a governmental agency, National Safety Council, American Public Health Association.

(3) When a member is a representative of a national organization which, regardless of the business affiliation of its representative to the standard in question, requests in writing that its representative be classified as "General Interest." Example: a representative of a professional society.

8.4 Membership of Individuals. Individuals, who because of their personal competence on the subject of a standard, can make a personal contribution to the work of a sectional committee, may be invited to membership. They should be classified as described in 8.3. Because the individual is appointed as an independent specialist, alternates are not contemplated. If a proposed alternate is an independent specialist in his own right, he should be appointed as such. It is impossible for a second person to speak for the principal on the basis of competence, experience, and prestige of the principal. If a principal is unable to attend a particular meeting of a sectional committee and desires another individual to attend that meeting and express certain views on his behalf, or observe operations and report to the principal as to the deliberations, such actions should be permitted.

8.5 Company Representation

8.5.1 Under normal procedure the sectional committee membership is composed of representatives of nationally organized groups and specially qualified individuals. There are times when representation could be accorded to individual companies. Conditions under which such representation could be accorded are as follows:

(1) When no organized national group exists through which companies can obtain representation

(2) When standardization is not included in the activities of a national organization and it therefore declines representation on a sectional committee

(3) Where a national group is not sufficiently representative of the producers or consumers interested in the project and additional representation must be sought

(4) When a company having membership in a national group represented on a sectional committee finds that it is substantially concerned with the subject of a standard from a point of view not coming within the scope of interest of the national organization and it is denied opportunity for presentation of its special interest, such a company may be accorded representation

The first three of the conditions are clear in concept, but the fourth cannot be spelled out in detail. Sponsors and sectional committees must therefore exercise caution in according representation to a company under this condition. The intent here is to go the limit in according representation to those substantially concerned. This is fundamental to ASA operations, but, if abuses are allowed to creep in, a foundation stone of ASA operations could crumble away, and the entire

structure fall eventually. For instance, it would be improper to accord a company representation thereby giving it an opportunity denied to its competitors, when in the deliberations of the trade association the company had not been able to convince its competitors of the correctness of its position. It would also be improper to accord a company representation on a pretext of special substantial concern thus actually giving the industry an additional vote to that of the national trade group. Company representation under condition (4) should be granted only under the most exceptional circumstances.

8.5.2 There are cases where the number of individual companies concerned, and which cannot be represented by a national group, is quite large and it is difficult to bring the committee into a balance of classifications. It is suggested that such companies be brought together for a discussion of their representation. It is possible that they may desire to organize themselves into an informal or formal group, choosing one or two individuals to represent the group on the sectional committee. It may be that all the companies are willing for three or four companies to have representation on the sectional committee with the understanding that the companies not having direct representation will be kept fully informed and that meetings of all the companies will be held from time to time for a discussion of the work under way. If these or other suggestions are not acceptable and it becomes necessary to give representation to each company, the requirement for balance of producer, consumer, and general interest classifications nevertheless must be carefully followed.

8.6 Scientific Committees. When the Standards Council determines that a committee is concerned with standards of a purely scientific or noncommercial nature, the membership may consist of persons who are specially qualified regardless of their affiliations. (Procedure 210) (See 8.1 (3))

8.7 Alternates

8.7.1 Cooperating bodies are urged to appoint regular alternates who can act for their principals if necessary. It is desirable whenever possible that these alternates attend meetings in order to participate in the discussions and familiarise themselves with the work. They receive copies of all material circulated to the committee. By appointing alternates from the various segments of its industry, a cooperating body can provide broader representation of its interests. Such alternates will not vote on committee actions unless requested to do so by their official representatives or organizations.

8.7.2 It is the duty of a sponsor to keep alternates fully informed concerning the work of their committees and to encourage them to participate along with their principals to the fullest extent. Sponsor organizations are requested to treat alternates as members and to send them, in addition to all technical material circulated to the committee, copies of letter ballots, such ballots to be counted only in the absence of a ballot from the principal concerned. (Policy adopted by Standards Council 1-14-53, LB 1014.)

8.8 Qualifications of Committee Members. In the interest of the cooperating body, the work, and the ASA, emphasis is placed on the appointment of properly qualified persons to sectional committees. The appointment of the best possible person for the job facilitates the work of the committee, gives the cooperating body good representation, and gives sponsors assurance as to the technical competency of the standard. On the sectional committee level, representatives are very often persons who are recognized as experts in their fields. In a business

sense, "qualified" is interpreted to mean a person who has had sufficient business experience to give him the stature of the technically qualified men with whom he will be associated on the committee. In some instances, an organization may desire to go out of its own sphere to select a representative, indoctrinating him into its principles so that he can properly serve as its representative. (The basic principles regarding the responsibilities of cooperating bodies and their representatives are discussed in 6.3.)

The following list of qualifications is recommended by the Committee on Procedure as a guide to organizations in selecting representatives to sectional committees. A member of a sectional committee should:

(1) Be familiar with the subject matter covered by the scope of the project

(2) Be familiar with the standardization work accomplished and under way in the organization represented

(3) Have technical, commercial, or industrial or other experience in the field

(4) Have sufficient time and facilities to permit the prompt carrying out of committee responsibilities as a representative of the appointing organization

(5) Have sufficient maturity, experience, and integrity to enable him to evaluate opposing views and negotiate with other members

Experience with parliamentary procedure as exemplified by ROBERTS RULES OF ORDER would be helpful though not essential; and experience in trade and technical associations or in company standardization work would provide a useful background. (COP 28, 2-14-56)

9. Sectional Committee Operation

9.1 Preparation for the Organization Meeting. Careful preparation for the first, or organization, meeting should be made by the sponsor in cooperation with the ASA office, so that the problems before the committee may be presented in clear and concise form.

9.1.1 Prior to the calling of the meeting, the sponsor and the ASA staff will review the situation and formulate for presentation to the committee the answers to the following questions:

(1) What is the nature of the task to be accomplished?
(2) What are the fundamental problems which have to be solved?
(3) What work has already been done on the subject?

9.1.2 Available material on the subject under consideration should be assembled, such as company and association standards; existing laws and regulations in the case of safety codes; research papers and foreign studies; and standards and other material which the ASA may have in its classified files. When possible, a digest of this material should be prepared and circulated to the members of the committee by the ASA or the sponsor prior to the first meeting. In some cases

the nature of the subject will permit the preparation by the sponsor or other organization of draft standards for submission at the organization meeting. This is desirable, where possible, as they act as an incentive to immediate activity and planning.

9.2 Call for Organization Meeting. The call for the organization meeting is issued by the sponsor; by the ASA on behalf of the sponsor; or, in the case of an autonomous committee, by the ASA.

9.3 Agenda of First Meeting. The meeting is called to order by a representative of the sponsor, or of the ASA, acting as temporary chairman. Following a roll call, the temporary chairman presents a statement of the purpose of the meeting, together with a brief review of the history of the project to date.

9.4 Election of Officers. The next question for consideration is generally that of officers for the committee. They may either be elected by the committee or appointed by the sponsor. The decision as to the method to be followed rests with the sponsor. In cases where the committee is not prepared to elect officers at once, it may wish to designate a nominating committee to report a "slate." The selection of a chairman is one of the most important steps in the work of a committee. Obviously he must be a person in whom the members have confidence and he must be accustomed to dealing with people. While in many cases the time required of a chairman is not great, he must be in a position to give the necessary attention to the work of the committee.

The policy relating to the election of officers was established at the May, 1945, meeting of the Standards Council (Min 3769) as a means of keeping committees active and expediting standards work. In the case of committees responsible for a group of standards, there should be an election of officers at least once in three years. When a committee is responsible for a single standard, an election of officers should be held between successive editions of the standard.

9.5 Program. A program has to be laid out. This usually includes the designation of subcommittees.

9.6 The Administrative Committee. In the case of a large committee with a comprehensive assignment, an administrative committee may be elected at once to serve as a planning and coordinating committee. Such a group can meet more frequently and expedite work on behalf of the full committee. The administrative committee is frequently, but not always, composed of the chairmen of subcommittees, together with the officers of the full committee.

On the whole the procedure followed is much the same as that in ordinary committee work.

9.7 Subsequent Meetings

9.7.1 Although much of the work of the committee may be carried on by correspondence, experience shows there is no adequate substitute for face-to-face discussion of important items upon which decisions are necessary. When standards are under development or revision, meetings of the committee should be held at sufficiently frequent intervals to complete the work as quickly as possible.

9.7.2 Meetings should be planned as far in advance as possible. Notice for a tentative date may be sent to committee members. This may well be accompanied by a request for alternative suggestions to meet the convenience of members who are serving on other committees, so that the time and place finally selected will be the most convenient for the largest possible number. It is often feasible for meetings of different committees in the same general field to be assigned to successive days, thus permitting attendance where a trip for a single meeting would not be justified. If desired, the ASA office will assist in making such arrangements.

9.8 Subcommittees

9.8.1 Most committees have found it best to assign the responsibilities arising during the early development stages of standards to subcommittees. ASA methods permit complete flexibility in subcommittee organization. The personnel is not limited to members of the full committee. A subcommittee may even consist of a single member. It may be temporary or permanent.

9.8.2 No general rule can be laid down as to the number of subcommittees and the division of work among them. Each case presents its special problems.

9.8.3 Ordinarily the very practical problem of bringing together the personnel necessary to deal with a subject is more important in deciding upon the minimum number of subcommittees necessary than are theoretical questions of classification. Subcommittee members function as individuals rather than as official representatives of organizations, although a reasonable balance of interests is desirable. It occasionally happens, however, that a subject requires that the subcommittees be made up on a representational basis, even though a strict balance may not be required, in which case the representatives of cooperating bodies are requested to make assignments.

9.8.4 The usual subcommittee setup is based on the classes of materials or equipment with which the standard is to deal. Not infrequently, however, there are interrelated problems, such as physical properties, methods of test, etc, which are common to all of the different classes of materials being dealt with by the respective subcommittees. These may be most conveniently handled by subcommittees dealing with interrelated subjects.

9.8.5 Where many subcommittees are functioning under an extensive scope of the parent committee, the ASA sectional committee itself may be competent to pass upon subcommittee drafts in a general way only. There are, therefore, cases where subcommittees must assume the main responsibility for the technical details of the work. For this reason it is desirable that reports be made of the final vote of subcommittees and that these be transmitted through the sponsor to the ASA.

9.8.6 Usually the only officer needed for a subcommittee is a chairman, although there will be cases where a secretary is helpful.

9.9 Draft Standards

9.9.1 Often a number of drafts are necessary in order to reach a solution which represents a consensus. At all stages negative votes should be accompanied by a statement of reasons as this facilitates agreement by bringing about a mutual understanding of divergent points of view.

9.9.2 It is occasionally desirable to expand the source of comment and criticism on draft standards by circulation to a selected list of organizations and individuals not on the committee, or by publication of a semifinal draft for trial and criticism. The latter may be printed in the trade journals particularly concerned or as a separate publication. Such a publication may be entitled "Proposed American Standard (Specifications, Dimensions, or the like) for Prepared under the auspices and procedure of the American Standards Association and issued for trial and criticism." After a period determined by the committee, the suggestions received are reviewed by the committee in preparing the final draft of the standard.

9.9.3 When complete unanimity is reached, or when the proposed standard is so substantially supported that it may properly be considered that a consensus has been reached, a report giving a detailed record of the vote is made to the sponsor, or in case the committee is autonomous, to ASA headquarters. This is accompanied by copies of the final draft standard upon which the vote has been taken. (Procedure 212 and 213)

9.10 Standards Emanating from Other Organizations. Paragraphs 9.9.1 to 9.9.3 inclusive discuss the operations of a sectional committee in drafting a new standard. Some sectional committees prefer to act solely in an approval or coordinating capacity for standards emanating from other organizations. In such cases, if preliminary considerations indicate that the standard is acceptable, or when controversies have been resolved, the normal letter ballot procedure of sectional committees outlined below should be followed for establishing the existence of a national consensus on acceptance of the standard.

9.11 Letter Ballot Procedure

9.11.1 Final action of the committee on a proposed standard is by written ballot or by an equivalent formal record sent out by the sponsor or by the ASA. Any individual appointed to represent more than one cooperating body upon the committee casts one vote for each cooperating body. Negative votes must be accompanied by a statement of reason. Copies of all such ballots sent out by the sponsor should be sent also to ASA headquarters.

9.11.2 Standards Council has adopted the policy of permitting "not voting" ballots on the approval of standards by sectional committees, but with certain provisions. In order not to encourage "not voting" ballots, a box for registering such a vote should not appear on the ballot. The following statement should be placed on the ballot:

> If you find that you cannot vote in the affirmative and desire to be recorded as not voting or in the negative, please so state and explain the reasons for your position.

Sponsors in presenting standards to the ASA for approval as American Standard should report all "not voting" ballots and the reasons given. This policy was adopted by the Council after long and careful consideration of the subject, based upon studies and recommendations of the Committee on Procedure (approved 7-30-57, BS 1059). In adopting the policy, the Council called attention to its previous action in regard to the limitation of scopes of sectional committees and the careful selection of the personnel to handle the scopes (see 6.2.2). In this way it was hoped that eventually "not voting" ballots would be discouraged altogether.

9.11.3 If any member of the committee fails to file a ballot within a few weeks, the secretary should send a follow-up letter, and if necessary a second appeal. Latter ballots should be returned at the earliest possible date, and in any case not later than six months after the date of the ballot. (Procedure 603)

9.12 Approval of Standards by Sponsor and Submission to ASA

9.12.1 The final decision as to whether a consensus has been demonstrated by the vote of the committee rests with ASA, rather than with the sponsor. The sponsor is therefore obligated to report the proposed standard with the necessary exhibits including the results of the sectional committee ballot, its own recommendation concerning approval, and any other pertinent matter, to ASA at the earliest possible date (Procedure 212). This does not mean that if the final letter ballot of a sectional committee discloses disagreement on technical content that a sponsor should not take steps to resolve the conflict. The sponsor should exercise all the leadership possible in cooperation with the officers of the committee to resolve conflicts. However, when it believes that nothing further can be accomplished, the sponsor should promptly report the standard to ASA.

9.12.2 In cases of undue delay on the part of a sponsor in submitting a proposed standard to ASA, one or more of the cooperating bodies represented on the sectional committee may offer the standard proposed for approval on their own behalf. (Procedure 212)

9.12.3 The recommendation of the sponsor in regard to approval of the standard is of special importance. In this connection it should be understood that much of ASA procedure, particularly the approval of standards, is clearly of a judicial nature. To safeguard the judicial character of its approval, ASA requires that the technical qualifications of a proposed standard be vouched for by one or more competent bodies. In the case of sponsored sectional committees the sponsor is such a body. For autonomous sectional committees the ASA seeks endorsing sponsors for this purpose (Procedure 104). The recommendation of a sponsor in regard to approval is therefore not a perfunctory matter based on a simple belief that all has been accomplished that can be accomplished. Because ASA cannot make technical decisions, the recommendation of the sponsor on approval of a proposed standard is of special importance.

9.13 Information to ASA Office. The headquarters of the ASA and of the sponsor should be kept informed of all important developments. Copies of calls for meetings, minutes, and drafts of standards should be transmitted to them promptly. The office of the Association should also be kept informed of the progress of the work of committees by means of semiannual reports from the sponsors or from the officers of autonomous committees. (Procedure 105)

9.14 Information to Cooperating Bodies. Some cooperating bodies require their representatives on ASA committees to submit periodic reports concerning their participation in such activities. An extension of this practice would be desirable as a means of acquainting the membership of such bodies with the part they are playing in the development of American Standards.

9.15 Summary of Administrative Steps. (See attached charts)

(1) Committee meets, plans its work, and appoints subcommittees to draft the various sections of the proposed standard or standards

(2) Each subcommittee obtains suggestions:

(a) From its own members
(b) From members of the committee
(c) From outside sources -- existing standards, research papers, etc

(3) Draft prepared and circulated to subcommittee members

(4) Discussion by correspondence or in meetings until agreement is reached on draft in subcommittee

(5) Draft circulated to committee (and in some cases to a selected list of organizations and individuals not on the committee)

(6) Draft discussed and acted upon by committee by correspondence or in meetings:

(a) Coordinated with other subcommittee reports, or
(b) Approved by committee, or
(c) Referred back to subcommittee for amendment

(7) Process continued until agreement on draft standard is reached by committee

(8) Draft standard published for criticism in one or more trade or technical journals, or circulated to industrial and technical groups (Optional, see 9.9.3)

(9) Criticisms sifted by committee (usually in meeting) and final draft standard agreed upon

(10) Final letter ballot of the committee taken on the proposed standard

(11) Proposed standard, together with a record of the vote of each member of the committee, submitted by the chairman of the committee to the sponsor for approval and submission to ASA. In the case of autonomous committees, proposed standard submitted directly to ASA.

(12) Proposed standard, together with the necessary exhibits and its own recommendations submitted by the sponsor to ASA

(13) Endorsing sponsor secured by ASA prior to ASA approval of a standard prepared by an autonomous committee

(14) Standard approved by ASA

(15) Standard published by the sponsor or by the ASA

10. Preparing the Manuscript

10.1 Consistency in Style and Format. Sectional committees will find the Style Manual published by ASA most helpful in the preparation of their manuscripts. While the suggestions contained therein are in no sense mandatory, it is strongly recommended that they be adhered to wherever possible. By so doing consistency in format and usage with other American Standards is provided. This has become increasingly important because of the extensive consideration and use of American Standards in international standardization work. A hodgepodge of styles and formats can do much to break down the prestige of standards in international work. The facilities of ASA editorial staff are available for editorial review of all drafts.

10.2 Use of Nontechnical Expressions. Nontechnical expressions should be used wherever possible. If unusual technical terms are necessary, they should be defined. Such definitions should be consistent with those in other American Standards.

10.3 Single Requirements. Care should be taken to make subsections of the standard simple and clear-cut. Only a single requirement or idea should be contained in a paragraph. It is particularly important that each paragraph be so worded as to preclude the possiblity of more than one interpretation.

10.4 Performance Requirements. There may be several methods of obtaining a given result. It is better to specify performance requirements than particular methods of obtaining them, otherwise development may be seriously hampered.

10.5 "Shall" and "Should." The word "shall" is to be understood as mandatory, and the word "should" as advisory.

10.6 English and Metric Units. Dimensions and quantities should be given in English units, or in metric units, or in both, whichever, in the opinion of the committee, appears to be in the best interests of the users of the standard.

10.7 Table of Contents. In order that the user can determine the contents of a standard and more easily use the standard, a table of contents should be considered for inclusion in any standard of more than four pages. It should list the main subdivisions with page numbers and include a list of tables and figures. In standards that are very long, or in which ease of reference is particularly important, it is recommended that the first subsection of each section also be listed.

10.8 Index. An index is frequently important in helping the user find the material he needs in a standard, and whenever this is the case it should be included. The index should be prepared by the committee that developed the standard or an expert in the field who is qualified to select the ideas and terms that the reader will find most useful.

10.9 Prefaces, Footnotes, and Appendixes. No material which is rightfully a part of a standard should be placed in a preface, footnote, or appendix. Contrariwise, material included as such should not be considered part of a standard, but should serve to clarify, illustrate, or give general information relative to the standard. Because of the importance which may be attributed to prefaces, footnotes, and appendixes to American Standards, the Standards Council has established the following policy (SC Min 4080, 10-23-47) applicable to their inclusion:

Prefaces, Footnotes, and Appendixes. Prefaces, footnotes, and appendixes may be added to a standard only for purposes of clarification, illustration, and general information in respect to the standard. Their relation to the standard shall therefore be clearly set forth. They should be within the scope of the project under which the standard was developed and promulgated, and they should not be inconsistent with the standard itself. Because of their relation to the standard, their addition should be approved by the sectional committee, organization, responsible body, or conference which developed the standard concerned.

An editorial statement to the effect that the material is informative and not part of the standard shall appear at the beginning of any preface and appendix.

10.10 The Final Draft

10.10.1 If there has been considerable difference of opinion, it is advisable to hold a meeting of the committee to decide what shall go into the final draft of the standard.

10.10.2 The final draft should be carefully edited before circulation to the committee for the final letter ballot, so as to eliminate, as far as possible, objections based on style, punctuation, arrangement, headings, numberings, or the like.

10.10.3 Great care should be exercised in making any change after the letter ballot of the committee has been taken on approval of the standard. What is regarded by one person as an editorial change may be regarded by another as a change of substance. It is recommended that an editorial committee be appointed to assist the chairman in making these decisions whenever the volume of work justifies this procedure.

10.10.4 If a change should appear necessary, and if it is perfectly clear that the change is purely editorial in nature, it may be made without further reference to the committee.

10.10.5 If it is possibly a change in substance, it should be put to vote of the committee. It will facilitate the taking of this vote and will save time on the part of the members of the committee if only that part of the standard affected by the change is submitted to vote. If the complete text of the standard is submitted, it is desirable that the proposed change be clearly shown so as to save the time of the committee members.

10.10.6 If the proposed change is a borderline case in which the opinion may differ as to whether the substance is affected, it is permissible to notify the members of the committee of the proposed change with some such statement as the following:

> "Unless objection be raised prior to (a given date), the change will be treated as an editorial one and will be made in the text. If objection be made, the change will be submitted to formal vote of the committee."

10.11 Titles of Standards. The term "American Standard" should always be made a part of the title of standards prepared by sectional committees. Paragraph 103 of ASA Procedure gives several examples of the use of the term in the titles of types of standards. In these examples the term "American Standard" is used as an adjective. It may also be used as a noun. Examples of the correct usage of the term in the titles of standards are as follows: American Standard Building Code Requirements; American Standard Practice for Knurling; American Standard System of Preferred Numbers; American Standard Dimensions of Flanges and Flanged Fittings; American Standard Method of Test for Determination of Viscosity of; American Standard for Electric Ranges; American Standard (space) Hexagon Bolts and Nuts. It is incorrectly used as an adjective modifying the name of a piece of apparatus or equipment, viz: American Standard Machine Pins or American Standard Transformers.

11. Special Policies

11.1 Research. In many cases there is need for special research to make possible the development of an adequate standard. Frequently this research is carried out by one or more of the cooperating bodies; or by one or more companies specially interested in the work, which undertake to carry out the research with the advice of the committee or one of its subcommittees. In some cases this is not feasible and special funds to carry out the research become necessary. It is the responsibility of the committee itself to make the arrangements necessary to secure and administer such funds.

11.2 Preferred Numbers. Several industries have suggested that important economies would result from a much more extensive use of the American Standard for Preferred Nuabers, Z17.1-1958. It is recommended that the use of Preferred Numbers be considered by all ASA committees whose work calls for the adoption of values of length, area, volume, weight, capacity, ratings, and other similar requirements. Any member of an ASA committee may obtain a free copy of this standard in connection with his committee work.

11.3 Identification Symbols

11.3.1 Upon initiation of a project the ASA office designates a symbol for its identification, and also designates related subsymbols for the identification of sections of the work as they develop. Upon approval of a standard the year of approval is added to the symbol by the ASA. For example, the designation for the project on Insulated Wires and Cables is C8; the designation for the standard on Definitions and General Standards for Wires and Cables is C8.1; which became C8.1-1932 upon approval as an American Standard in 1932. In 1944 it was revised and the symbol was changed to C8.1-1944 (Revision of C8.1-1932). Likewise the standard on Cotton Braid for Insulated Wire and Cable for General Purposes was assigned the symbol C8.12; which became C8.12-1942 upon approval as American Standard. When revised in 1956, the symbol was changed to C8.12-1956 (Revision of C8.12-1942).

11.3.2 Sometimes on revision an American Standard is broken down into a series of related standards, or parts of the standard are revised with the revisions appearing as separate standards. To show the relation to the original standard, its symbol is assigned to the new series with the addition of a number to identify the new standards. For example, the symbol of the standard on

Slotted and Recessed Head Screws, Machine and Tapping Types, approved in 1947, is B18.6-1947. In 1956, revisions of two parts of this standard were approved as separate American Standards. To maintain the relation with the 1947 standard, the standard on Slotted and Recessed Head Wood Screws received the symbol B18.6.1-1956. The standard on Hexagonal Head Cap Screws, Slotted Head Cap Screws, Square Head Set Screws, and Slotted Headless Set Screws received the symbol B18.6.2-1956.

11.3.3 When an American Standard is reviewed and reaffirmed without change, the approval designation is followed by the word "Reaffirmed" and the year in which the reaffirmation took place; i.e., "American Standard Specifications for Slow-Burning Wire and Cable, C8.9-1944, Reaffirmed 1953."

11.4 Mandatory References

11.4.1 To American Standards. When references to other American Standards or parts of such standards are included in standards submitted for approval and are in the form of mandatory requirements ("shall" requirements), such references should be specific and refer to the current approved edition with date, ASA identification number and, in case the reference is to part of a standard, the section or paragraph number. If it is desired that the reference cover revisions of the standards referred to, a section should be added to the standard as follows:

00. References

When the following American Standards referred to in this document are superseded by a revision approved by the American Standards Association, Incorporated, the revisions shall apply:

(include list of standards to which this applies)

11.4.2 To Standards Other Than American Standards. When mandatory reference to standards of other organizations is included in standards submitted to the ASA for approval, the reference should be in the text, must be specific and give the name of the organization issuing the standard; the designation number, if any; the date of issue; and the designation of the paragraph, section, or part referred to. The part thus included becomes a part of the American Standard upon approval. References to subsequent editions should not be included.

11.5 Nonmandatory References. When an informative reference covering American Standards, standards that are not American Standards, or other reference material, is included in standards submitted for approval, such reference should be as specific as seems practicable. It should be distinguished from the text of the standard by being placed in a footnote or appendix.

11.6 Patents. Standards should not include items whose production is covered by patents unless the patent holder agrees to and does make available to any interested and qualified party a license on reasonable terms or unless other unpatented competing items are included within the standards and the patented item would suffer more if left out.

11.7 Contractural Relations. Provisions involving business relations between buyer and seller should not be included in a standard. This is not interpreted to exclude provisions concerning the determination of conformity with a standard when based on engineering and technical considerations.

11.8 Reduction of Number and Variety of Products. While standardization often results in the proper reduction of the number and varieties of products available, it should not prevent the public from securing such variations as it might desire. If so conducted it will not restrict the free competitive operation of the units of the industry. (See 3.4)

11.9 Minima and Maxima. Normally, standards should be drawn in terms of the minimum characteristics of the items standardized. Maximum characteristics should only be used where such matters as safety are involved.

11.10 Exclusion of Products. Standards should be drawn so as to include all technically adequate equipment in the field.

11.11 Accessories. Accessories should be included in a standard only when they are peculiar to the principal item and genuinely needed for its continued normal operation.

11.12 Special Statements

11.12.1 The statement that a certain method or procedure shall be "standard practice" or any similar statement should only be used when it is clearly indicated that it does not constitute a recommendation of what the actual procedures of the various manufacturers should be.

11.12.2 Standards should not include statements to the effect that certain items are to be considered as "special" or some similar term when the term might infer a difference in production policies.

12. Actions Following ASA Approval

12.1 Publication of the Standard. Standards may be published by the sponsor organization. When requested by the sponsor, ASA publishes the standard. ASA also reserves the right to provide for the publication in uniform style (Style Manual published by ASA) of any standard which it has approved. (Procedur 702)

12.2 Promotion of the Use of Standards

12.2.1 It is an obligation of the Association and of the sponsor to promote the use of each American Standard, bringing it to the attention of the groups to whom it should be of value.

12.2.2 Similarly, after publication of an American Standard, committee members can be most helpful in promoting its adoption by industry. They should make a formal report to the organizations they represent on the committee; see that adequate reference to the standard is made in the publications of their organizations; and use their personal influence in their daily contacts to promote widespread knowledge and understanding of the standard.

12.3 Revisions of Standards. Standards are industrial tools and should b
kept in step with technological developments. It is, therefore, desirable
committees to maintain a continuing interest in the standards prepared and
their supervision and to review them at periodic intervals (Procedur
to insure this review, the ASA By-Laws (Section B 4.2 (f) and (i))
quire such a review at least once in every five years with a view to reaff
ation or revision.

...1 The problems of revision are usually much simpler than those
development of a new standard. The steps taken are practically th
but the work is less extensive, since the general framework is usually

...2 Any responsible body may at any time request the Associat
consider the question of revision of a standard. (Procedure 216)

...3 Supplements or addenda to standards are sometimes produced
additions not known or understood at the time the standard was developed,
for purposes of clarification or interpretation. In order that these ma
ive the widest recognition possible, sponsors are encouraged to take
letter ballot on such interim revisions and, upon approval, to submit
A A for approval as American Standard requirements. Upon approval by A
may be published on a sheet for insertion in the published standard and
wide publicity through every possible channel. In this way those having
to comply with the provisions of a standard will have no hesitation in
the interim revision before it would otherwise be known to be official.

12.4 Interpretation of Standards. Official interpretation of particular
clauses or parts of a standard should be issued only by authority of the
tee, or of a subcommittee specifically authorized to do so.
may be a standing committee with fixed personnel, or provision
modification of personnel for specific cases in which they have
having a direct commercial interest in a question under discussion
an interpretation committee. All interpretations rendered by
committee should be reported at the time of release
al. If the decision of the subcommittee is not unanimous,
referred to the full committee and no interpretation should
except in very unusual circumstances. Interpretations
the full committee, may well be considered for incorporation in
in the standard for the purposes of clarification. (SC Min 2502,
11-

13. Other Methods of Work

13.1 While this document is devoted to the Sectional Committee Method, oth
methods of developing and revising standards are available. Presently rec

(1) The Existing Standards Method
(2) The General Acceptance Method
(3) The Proprietary Method

13.2 Under the Existing Standards Method, any existing standard may be appr
by the ASA through a simplified process, if it
represents the necessary consensus of those substantially concerned with its
scope and provisions. (Procedure 401)

13.3 The General Acceptance Method is intended for simple projects and for cases in which a formal committee is judged unnecessary. It is a method of arriving at American Standards by means of a conference of those substantially concerned, supplemented by written acceptances from these groups. (Procedure 401)

13.4 The Proprietary Method is applicable only to the revision of standards. (Procedure 501)

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Attachment: 5 Charts

ASA
CHART NO. 1

AMERICAN STANDARDS ASSOCIATION
INCORPORATED

A FEDERATION OF NATIONAL TRADE ASSOCIATIONS, TECHNICAL AND PROFESSIONAL SOCIETIES, AND CONSUMER ORGANIZATIONS, WITH COMPANIES AFFILIATED AS MEMBERS.

USA MEMBER OF INTERNATIONAL ORGANIZATION FOR STANDARDIZATION AND INTERNATIONAL ELECTRO-TECHNICAL COMMISSION.

BOARD OF DIRECTORS
PRESIDENT DIRECTORS

PRESIDENT

STANDARDS COUNCIL
CHAIRMAN
REPRESENTATIVES OF MEMBER BODIES

FINANCE COMMITTEE

EXECUTIVE COMMITTEE

COMMITTEE ON PROCEDURE

BOARD OF REVIEW

MANAGING DIRECTOR AND STAFF

COMPANY MEMBER CONFERENCE

CONFERENCE OF EXECUTIVES OF ORGANIZATION MEMBERS OF ASA

ELECTRICAL STANDARDS BOARD

CONSTRUCTION STANDARDS BOARD

CONSUMER GOODS STANDARDS BOARD

GRAPHIC STANDARDS BOARD

HIGHWAY TRAFFIC STANDARDS BOARD

MATERIALS AND TESTING STANDARDS BOARD

MECHANICAL STANDARDS BOARD

MINING STANDARDS BOARD

MISCELLANEOUS STANDARDS BOARD

PHOTOGRAPHIC STANDARDS BOARD

SAFETY STANDARDS BOARD

CHEMICAL INDUSTRY ADVISORY BOARD

U.S. NATIONAL COMMITTEE OF IEC

NUCLEAR STANDARDS BOARD

ACOUSTICAL STANDARDS BOARD

TECHNICAL WORK ON STANDARDS

WORK ON STANDARDS IN SOME CASES, IS CARRIED ON BY ASA MEMBER BODIES AND OTHER NATIONAL ORGANIZATIONS. IN OTHER CASES, WORK IS HANDLED BY SECTIONAL COMMITTEES OR CONFERENCES ORGANIZED UNDER ASA PROCEDURE AND ON WHICH GROUPS SUBSTANTIALLY CONCERNED ARE REPRESENTED. SUCH COMMITTEES WORK UNDER THE ADMINISTRATIVE LEADERSHIP (SPONSORSHIP) OF ONE OR MORE ASA MEMBER BODIES OR OTHER NATIONAL ORGANIZATIONS. IN BOTH CASES STANDARDS ARE BROUGHT FOR APPROVAL AS AMERICAN STANDARD TO ASA AS THE NATIONAL CLEARINGHOUSE FOR STANDARDS TO THE END THAT A SINGLE CONSISTENT SET OF NATIONAL STANDARDS WILL EXIST. U.S.A. PARTICIPATION IN THE DEVELOPMENT AND APPROVAL OF INTERNATIONAL RECOMMENDATIONS IS CARRIED ON THROUGH COMMITTEES OF ASA MEMBER BODIES AND OTHER NATIONAL ORGANIZATIONS AND COMMITTEES WORKING UNDER ASA PROCEDURE.

MAJOR STEPS IN ASA SECTIONAL COMMITTEE PROCEDURE

INITIATION OF A PROJECT
APPROVAL OF STANDARDS

ANY RESPONSIBLE ORGANIZATION

PROPOSES TO ASA INITIATION OF STANDARDIZATION WORK.

JUDICIAL AND ADMINISTRATIVE ACTIONS BY ASA STANDARDS COUNCIL AND ITS SUBSIDIARY BOARDS

STANDARDS COUNCIL

PROPOSED PROJECT ASSIGNED BY CHAIRMAN TO STANDARDS BOARD.

ACTION OF BOARD OF REVIEW REPORTED.

APPEALS FROM ACTION OF THE STANDARDS BOARD OR THE BOARD OF REVIEW ARE HEARD, BUT DO NOT SERVE AS AN INJUNCTION AGAINST THE ACTION.

BOARD OF REVIEW

ACTIONS REPORTED BACK

WITH A VOTE OF NOT LESS THAN FIVE OF ITS SIX MEMBERS MAY APPROVE A STANDARD AS AMERICAN STANDARD ON BEHALF OF THE STANDARDS COUNCIL, WHEN SATISFIED THAT RECOMMENDATIONS OF SECTIONAL COMMITTEE, SPONSORS AND STANDARDS BOARD MEET ALL REQUIREMENTS OF ASA.

FOUR VOTES REQUIRED TO WITHDRAW APPROVAL OF AN AMERICAN STANDARD.

STANDARDS BOARD

GENERAL CONFERENCE OF ALL CONCERNED HELD TO DETERMINE THE EXISTENCE OF A NATIONAL CONSENSUS IN FAVOR OF THE PROPOSAL.

(a) INITIATES PROJECT OR DECIDES THAT A CONSENSUS FOR A PROJECT DOES NOT EXIST.
(b) DEFINES AND LIMITS THE SCOPE OF THE PROJECT.
(c) DESIGNATES SPONSOR(S) FOR THE PROJECT.
(d) APPROVES PERSONNEL OF SECTIONAL COMMITTEE WITH RESPECT TO COMPOSITION AND BALANCE ON RECOMMENDATION OF SPONSOR.

TAKES LETTER BALLOT, TO DETERMINE EXISTENCE OF NATIONAL CONSENSUS ON APPROVAL OF PROPOSED STANDARD BY SECTIONAL COMMITTEE.

83⅓ PERCENT VOTE REQUIRED FOR APPROVAL OF RECOMMENDATION.

SIMPLE MAJORITY REQUIRED TO WITHDRAW APPROVAL OF AN AMERICAN STANDARD.

SPONSOR

(a) ORGANIZES AND MAINTAINS PERSONNEL OF SECTIONAL COMMITTEE AND PROVIDES ASA WITH COPIES OF ALL PERTINENT INFORMATION.
(b) MAKES ARRANGEMENTS FOR ACTIVE PROSECUTION OF THE WORK INCLUDING:
(1) SECRETARIAL SERVICES.
(2) DUPLICATING SERVICES.
(c) KEEPS ASA ADVISED OF WORK PROGRESS BY COPIES OF:
(1) AGENDAS AND MINUTES OF MEETINGS.
(2) LISTS OF MEMBERS OF SUB-COMMITTEES AND WORKING GROUPS.
(3) TENTATIVE DRAFT STANDARDS AND SIMILAR DOCUMENTS.

REVIEWS RECOMMENDATIONS OF SECTIONAL COMMITTEE AND ADDS ITS PROPOSAL REGARDING APPROVAL OR DISAPPROVAL.

SECTIONAL COMMITTEE

PROCEEDS TOWARD THE DEVELOPMENT OF STANDARD(S) BY MEANS OF SUB-COMMITTEES, TASK GROUPS OR ANY OTHER ORGANIZATIONAL MEANS ADAPTED TO THE JOB ON REQUEST ASA STAFF CO-OPERATES IN EDITING PROPOSED STANDARDS TO ASSIST IN OBTAINING UNIFORM FORMAT FOR ALL AMERICAN STANDARDS.

USES IN ITS WORK ALL EXISTING STANDARDS AND DATA AVAILABLE TO IT OR DEVELOPED AS A RESULT OF ITS ACTIVITIES.

TAKES FINAL VOTE ON PROPOSED AMERICAN STANDARDS OF ALL MEMBERS BY LETTER BALLOT OR BY EQUIVALENT FORMAL AND DEFINITELY RECORDED MEANS.

RECOMMENDATION ON PROPOSED AMERICAN STANDARD EXHIBITS COMMITTEE BALLOT

PUBLICATION OF STANDARDS

(1) MAY BE PRINTED BY SPONSOR OR ASA, BEARING DATE OF APPROVAL AND NUMBER ASSIGNED BY ASA.
(2) PUBLICATION RIGHTS MAY BE GRANTED TO OTHERS IF AGREED TO BY BOTH THE SPONSOR HOLDING THE COPYRIGHT AND ASA.
(3) THE ASA RESERVES THE RIGHT TO PROVIDE FOR THE PUBLICATION IN UNIFORM FORMAT OF ANY AND ALL STANDARDS APPROVED AS AMERICAN STANDARD.
(4) IDENTITY OF SPONSORS WILL ALWAYS BE KEPT IN STANDARDS PUBLISHED BY ASA.

JUNE 15, 1956

MAJOR STEPS IN ASA EXISTING STANDARDS PROCEDURE

APPROVAL OF STANDARDS

(ASA PROPRIETARY STANDARDS PROCEDURE IS THE SAME BUT IS USED ONLY FOR REVISIONS OF APPROVED AMERICAN STANDARDS)

ANY RESPONSIBLE ORGANIZATION	JUDICIAL AND ADMINISTRATIVE ACTIONS BY ASA STANDARDS COUNCIL AND ITS SUBSIDIARY BOARDS		
	STANDARDS COUNCIL	BOARD OF REVIEW	STANDARDS BOARD
SUBMITS TO ASA FOR APPROVAL ANY STANDARD DEVELOPED UNDER ITS PROCEDURE TOGETHER WITH WRITTEN EVIDENCE OF ITS ACCEPTABILITY BY ORGANIZATIONS CONCERNED	PROPOSED STANDARD ASSIGNED BY CHAIRMAN TO STANDARDS BOARD		(a) CONSIDERS EVIDENCE OF NATIONAL CONSENSUS OF ACCEPTABILITY (STAFF MAY BE REQUESTED TO MAKE FURTHER INVESTIGATIONS) (b) DEFINES AND LIMITS THE SCOPE OF THE PROJECT (c) DESIGNATES SPONSORS FOR, AND METHOD TO BE FOLLOWED IN REVISIONS (d) TAKES LETTER BALLOT ON APPROVAL. 83⅓ PERCENT VOTE REQUIRED FOR APPROVAL OF PROPOSED STANDARD SIMPLE MAJORITY REQUIRED TO WITHDRAW APPROVAL OF AN AMERICAN STANDARD
	ACTION OF BOARD OF REVIEW REPORTED APPEALS FROM ACTIONS OF THE STANDARDS BOARD OR BOARD OF REVIEW ARE HEARD, BUT DO NOT SERVE AS AN INJUNCTION AGAINST THE ACTION	WITH A VOTE OF NOT LESS THAN FIVE OF ITS SIX MEMBERS MAY APPROVE STANDARDS AS AMERICAN STANDARD ON BEHALF OF THE STANDARDS COUNCIL WHEN SATISFIED THAT THE RECOMMENDATION OF THE SUBMITTING ORGANIZATION AND THE STANDARDS BOARD MEET ALL ASA REQUIREMENTS FOUR VOTES REQUIRED TO WITHDRAW APPROVAL OF AN AMERICAN STANDARD	

PUBLICATION OF STANDARDS

(1) MAY BE PRINTED BY SUBMITTING ORGANIZATION OR ASA, BEARING DATE OF APPROVAL AND NUMBER ASSIGNED BY ASA.
(2) PUBLICATION RIGHTS MAY BE GRANTED TO OTHERS IF AGREED TO BY BOTH SUBMITTING ORGANIZATION HOLDING THE COPYRIGHT AND ASA.
(3) THE ASA RESERVES THE RIGHT TO PROVIDE FOR THE PUBLICATION IN UNIFORM FORMAT OF ANY AND ALL STANDARDS APPROVED AS AMERICAN STANDARD.
(4) IDENTITY OF SUBMITTING ORGANIZATION WILL ALWAYS BE KEPT IN STANDARDS PUBLISHED BY ASA.

JUNE 15,1956

MAJOR STEPS IN ASA GENERAL ACCEPTANCE PROCEDURE

(CONFERENCE METHOD)

APPROVAL OF STANDARDS

ANY RESPONSIBLE ORGANIZATION	ASA ADMINISTRATIVE ACTIONS BY ASA STANDARDS COUNCIL AND ITS SUBSIDIARY BOARDS			GROUPS SUBSTANTIALLY CONCERNED
	STANDARDS COUNCIL	BOARD OF REVIEW	STANDARDS BOARD	
PROPOSES STANDARD OR STANDARDIZATION WORK.	PROPOSED STANDARD ASSIGNED BY CHAIRMAN TO STANDARDS BOARD.		GENERAL CONFERENCE OF ALL CONCERNED HELD TO (a) RECOMMEND METHOD TO BE FOLLOWED. (b) RECOMMEND APPROVAL OF STANDARD. (c) AMEND STANDARD THROUGH AD HOC WORKING GROUP.	STANDARD AS APPROVED BY CONFERENCE SUBMITTED FOR WRITTEN ACCEPTANCE.
	ACTION OF BOARD OF REVIEW REPORTED.	WITH A VOTE OF NOT LESS THAN FIVE OF ITS SIX MEMBERS MAY APPROVE STANDARDS AS AMERICAN STANDARD ON BEHALF OF THE STANDARDS COUNCIL WHEN SATISFIED THAT THE RECOMMENDATION OF THE SUBMITTING ORGANIZATION AND THE STANDARDS BOARD MEET ALL ASA REQUIREMENTS. FOUR VOTES REQUIRED TO WITHDRAW APPROVAL OF AN AMERICAN STANDARD.	(a) CONSIDERS EVIDENCE OF NATIONAL CONSENSUS OF ACCEPTABILITY. (STAFF MAY BE REQUESTED TO MAKE FURTHER INVESTIGATIONS.) (b) DEFINES AND LIMITS THE SCOPE OF THE PROJECT. (c) DESIGNATES SPONSORS FOR, AND METHOD TO BE FOLLOWED IN REVISIONS. (d) TAKES LETTER BALLOT ON APPROVAL; 83⅓ PER CENT VOTE REQUIRED FOR APPROVAL OF PROPOSED STANDARD. SIMPLE MAJORITY REQUIRED TO WITHDRAW APPROVAL OF AN AMERICAN STANDARD.	
	APPEALS FROM ACTIONS OF THE STANDARDS BOARD OR BOARD OF REVIEW ARE HEARD, BUT DO NOT SERVE AS AN INJUNCTION AGAINST THE ACTION.			

PUBLICATION OF STANDARDS

(1) MAY BE PRINTED BY SUBMITTING ORGANIZATION OR ASA, BEARING DATE OF APPROVAL AND NUMBER ASSIGNED BY ASA.
(2) PUBLICATION RIGHTS MAY BE GRANTED TO OTHERS IF AGREED TO BY BOTH SUBMITTING ORGANIZATION HOLDING THE COPYRIGHT AND ASA.
(3) THE ASA RESERVES THE RIGHT TO PROVIDE FOR THE PUBLICATION IN UNIFORM FORMAT OF ANY AND ALL STANDARDS APPROVED AS AMERICAN STANDARD.
(4) IDENTITY OF SUBMITTING ORGANIZATION WILL ALWAYS BE KEPT IN STANDARDS PUBLISHED BY ASA.

JUNE 15, 1956

ASA CHART 10

INTERNATIONAL STANDARDIZATION

INTERNATIONAL ELECTROTECHNICAL COMMISSION IEC

A FEDERATION OF NATIONAL ELECTRO-TECHNICAL COMMITTEES OF 33 COUNTRIES

AMERICAN STANDARDS ASSOCIATION
INCORPORATED

A FEDERATION OF NATIONAL TRADE ASSOCIATIONS, TECHNICAL AND PROFESSIONAL SOCIETIES, AND CONSUMER ORGANIZATIONS, WITH COMPANIES AFFILIATED AS MEMBERS.

USA MEMBER OF INTERNATIONAL ORGANIZATION FOR STANDARDIZATION AND OF INTERNATIONAL ELECTRO-TECHNICAL COMMISSION, THROUGH ITS UNITED STATES NATIONAL COMMITTEE.

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION ISO

A FEDERATION OF NATIONAL STANDARDS BODIES OF 40 COUNTRIES

BOARD OF DIRECTORS
PRESIDENT DIRECTORS

PRESIDENT

STANDARDS COUNCIL
CHAIRMAN
REPRESENTATIVES OF MEMBER-BODIES

POLICY FINANCE

MANAGING DIRECTOR AND STAFF

TECHNICAL OPERATIONS

ELECTRICAL STANDARDS BOARD | CONSTRUCTION STANDARDS BOARD | CONSUMER GOODS STANDARDS BOARD | GRAPHIC STANDARDS BOARD | HIGHWAY TRAFFIC STANDARDS BOARD | MATERIALS AND TESTING STANDARDS BOARD | MECHANICAL STANDARDS BOARD | MINING STANDARDS BOARD | MISCELLANEOUS STANDARDS BOARD | PHOTOGRAPHIC STANDARDS BOARD | SAFETY STANDARDS BOARD | CHEMICAL INDUSTRY ADVISORY BOARD

U.S. NATIONAL COMMITTEE OF IEC

USA PARTICIPATION IN IEC

INTERNATIONAL TECHNICAL WORK ON STANDARDS

INTERNATIONAL TECHNICAL WORK ON STANDARDS IS CONDUCTED BY TECHNICAL COMMITTEES OF IEC AND ISO AUTHORIZED BY THE RESPECTIVE GOVERNING BODIES. USA DECISIONS ON PARTICIPATION, REPRESENTATION, TECHNICAL MATTERS AND APPROVAL OF RECOMMENDATIONS ARE MADE BY THE GROUPS CONCERNED THROUGH NATIONAL COMMITTEES ORGANIZED UNDER ASA PROCEDURE (SECTIONAL COMMITTEES), COMMITTEES OF ASA MEMBER-BODIES OR OTHER ORGANIZATIONS, OR BY ADVISORY COMMITTEES ORGANIZED FOR THESE PURPOSES. ASA TRANSMITS THESE DECISIONS TO IEC AND ISO AND VOTES IN ACCORDANCE WITH THEM WHEN THEY ARE FOUND TO BE SUPPORTED BY A NATIONAL CONSENSUS. FOR IEC OPERATIONS THE CONSENSUS IS DETERMINED BY THE UNITED STATES NATIONAL COMMITTEE AND THE VOTES ARE AUTHORIZED BY ITS PRESIDENT. FOR ISO WORK THE CONSENSUS IS DETERMINED BY THE STANDARDS BOARD CONCERNED AND THE VOTES ARE AUTHORIZED BY THE CHAIRMAN OF STANDARDS COUNCIL.

NUCLEAR STANDARDS BOARD | ACOUSTICAL STANDARDS BOARD

USA PARTICIPATION IN ISO

AMERICAN STEVEDORING. INC.

Phone
885-7185
Area Code 614

Central States District Office
Post Office Drawer 70
5958 North High Street
Worthington, Ohio

December 11, 1964

ADMINISTRATIVE FILE
American Stevedoring Inc
X
X Thomas, Earl J.

Mr. James Harding
The International Brotherhood of
Teamatera, Chauffeurs, Warehousemen
and Helpera of America
25 Louisiana Street, N. W.
Waahington 1, D. C.

Dear Jim:

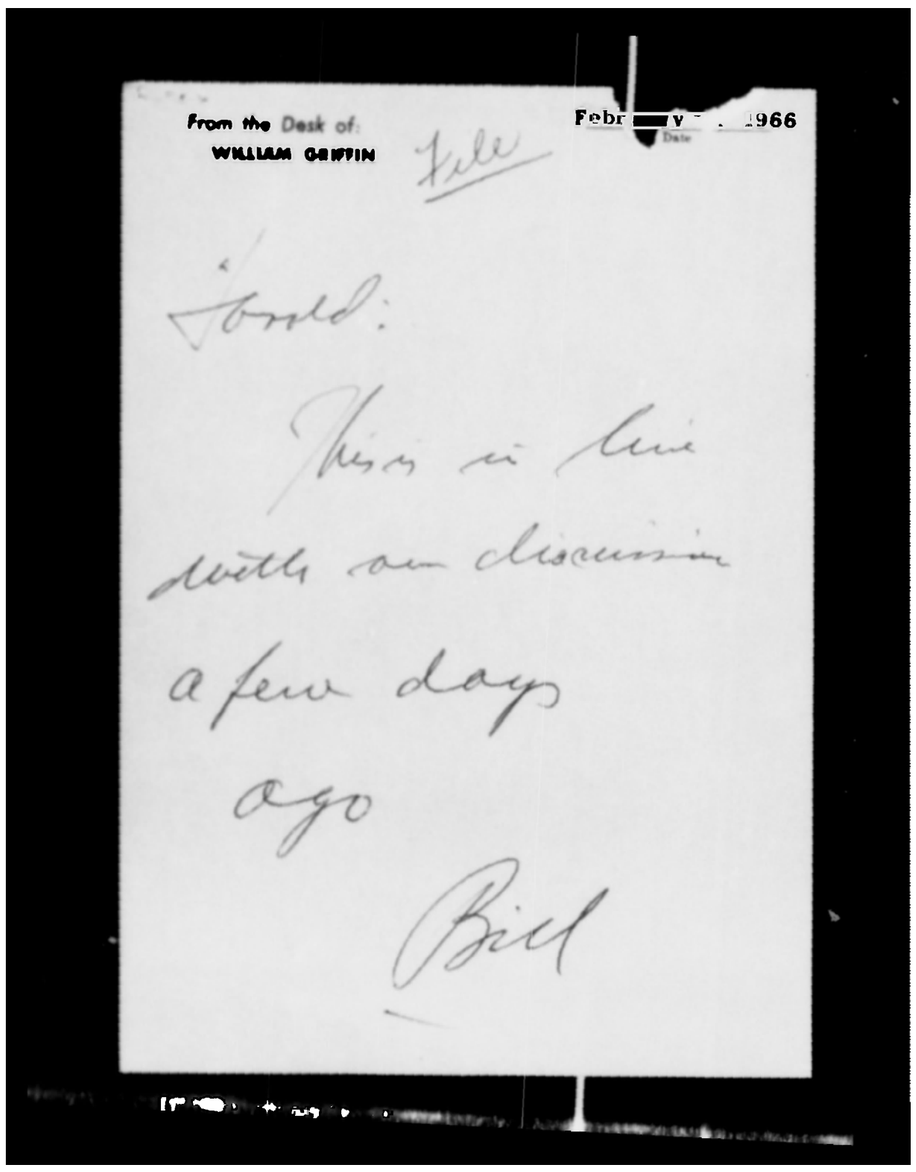
May I take thia opportunity to thank you for tha courteaies extended to the writer by you and Mr. Al Evans yesterday.

I am awaiting your advice as to the opinion of the General President.

Yours very truly,

AMERICAN STEVEDORING, INC.

Earl J. Thomas
Chairman of the Board


From the Desk of:
WILLIAM GRIFFIN
Feb
1966
Date
Dale
Harold:
This is in line
with our discussion
a few days
ago
Bill

"THE NEW YORK TIMES," Tuesday, February 1, 1966

ADMINISTRATIVE FILE
American Telephone & Telegraph Co.
X

F.C.C. Holds to Date For A.T.&T. Study

The Federal Communications Commission has upheld its earlier date of April 4 for American Telephone and Telegraph Company's written testimony in the coming full-scale investigation of the telephone company. This was announced at a prehearing meeting yesterday in Washington.

The session had been expected to attract a large number of potential intervenors but Sunday's blizzard and uncertain travel conditions kept the number down to eight, plus representatives of A.T.&T. and the F.C.C. at the appointed meeting time of 10 A.M.

Commissioner Rosel H. Hyde, chairman of the telephone committee of the F.C.C., called the meeting to order and adjourned until 1 P.M., by which time others had arrived.

A total of eight states, plus the National Association of Railroad and Utilities Commissioners; eight carrier groups, plus the New York Central Railroad, American Broadcasting Companies, Inc., Xerox Corporation and National Broadcasting Company attended the afternoon session.

A.T.&T. shares were the third most actively traded on the New York Stock Exchange yesterday, closing at 50¾, after trading at 50¼. Its lowest point since it was traded at 57¼ in 1963. A total of 157,000 shares were traded and the day's change was a point.

The F.C.C. queried various states as to what their cases would be and suggested that all interested parties try to combine their interventions into groups with common interests.

Several states indicated they would combine certain issues with the National Association of Railroad and Utilities' intervention but that they had separate claims they intended to present on their own.

65 Request Hearing

The commission also requested that the individual intervenors let it know by April 30 if combined interventions had been arranged. The April 4 date will produce A.T.&T.'s "case" and dates for the F.C.C. and other intervenors will be set later. A total of 65 intervenors have to date signified their intentions of being heard during the full investigation.

Phase 1 of the hearing was described yesterday as consisting of three participate hearings and operating surveys, rate of return and rate-making principles and structures. A.T.&T.'s April 4 deadline is to cover all of this.

The two other members of the F.C.C. telephone committee, who also were present yesterday, were Robert T. Bartley and Kenneth A. Cox.

ADMINISTRATIVE FILE

Americans for Democratic Action

X

July 1, 1958

COPY

Amaricana For Democratic Action
1341 Connecticut Avenue, N.W.
Washington, D. C.

Attention: Executive Board

Gentlemen:

I find my election to the Executive Assistant to the General President in our International Union takes up every minute of my waking hours. Conaequently, it is with deep regret I find it necessary to reaign am an Executive Board member of A.D.A.

Noae the leas, I shall cherish the memories of the eventa me have participated in and if I can ever be of any service in the future, pleaae don't hesitate to call upon me.

Give all of my regarda to my fellow officers and board mmmbera of A.D.A. and I wish them all well.

Sincerely yours,

M. J. Gibbona
Executive Assistant to
the General President

MJG/js

ADMINISTRATIVE FILE
Amsterdam, Edith
X
X

April 16, 1963

Mrs. Edith Amsterdam
Amsterdam Farms
LaFayette, N. Y.

Dear Mrs. Amsterdam:

Thank you for your recent letter giving us the suggestion that some boy occupy the empty seat in the cab of our trucks going down the highway.

Our immediate reaction to it is that insurance companies would never consent to assume the extra liability that this would entail. Obviously, neither would the companies. One of the strictest regulations now in effect in the trucking industry has to do with passengers of any kind on the trucks. However, we intend to check it out and want you to know we appreciate very much your sending us this suggestion.

Very truly yours,

H. J. Gibbons
Executive Assistant to the
General President

HJG/yk

Albert J. Amsterdam
Amsterdam Farms
LaFayette, N. Y.
PHONE SYRACUSE, N. Y.
HY 2-1338

Dear Mr. Hoffa,

I wrote the letter I enclose some months ago, decided it needed rewriting to avoid cuteness and then got busy and shy. I am sending it as is because it still could be a great thing and I could put off the re-write job until all the boys in the world were too old.

Very sincerely,
Edith Amsterdam

Amsterdam Farms

GROWERS AND SHIPPERS OF FAMOUS NEW YORK STATE APPLES

U. S. ROUTE 20 AT MITCHINGS ROAD • R. D. LAFAYETTE, NEW YORK • TELEPHONE SYRACUSE HYdh 2-1338

Mr. James Hoffa Pres.
Intl Brotherhood of Teamsters

Dear Sir

This countrys' front row center seat is always empty. It is in the cab of tractor trailors and it could provide the finest sightseeing imaginable. I live by the side of U.S. Rt. 20 and have a plan that might befriend many.

Each time I see an empty seat in the cab of a tractor rolling through our beautiful countryside, with no enthralled spectator, I regret the waste. Can you imagine what going along for the ride could mean to an orphan or any other underprivileged boy? He would look forward to it for weeks and remember it forever. Such a trip, to see a distant city, the country between and spend a day or more with a responsible man who is doing an important job, a man's job, could mean more to a boy than years of club meetings.

Taking a boy along for a ride" (you name it) could be a Teamster project, for a route a run or cross country. Revolving lists of eligible boys could be kept at local headquarters. Unlike other organizations a boy would need nothing but parents permission to be eligible. He would require no transportation, no leadership no skills, no fathers time, no money and no uniform you could do something wonderful for boys with absolutely nothing.

A well organized project of this sort could gain the support of truck stops, truckowners, restaurants and motels who would absorb part or all of the "Teammates" expenses. The insurance Companies would cooperate, the boys would benefit greatly, the drivers themselves might gain fresh perspective, and the Teamsters would

Amsterdam Farms

GROWERS AND SHIPPERS OF FAMOUS NEW YORK STATE APPLES

U. S. ROUTE 20 AT HITCHINGS ROAD • R.D., LAFAYETTE, NEW YORK • TELEPHONE SYRACUSE HYatt 2-1338

get some wonderful publicity, all through putting to use a seat that is going to waste.

I could go on and on with details and possible plan aspects and mechanics but I think it could be worked with minimal red tape, no expense, and very little delay.

The whole project could be tested by one local just taking ~~sons~~ of the membership along for the ride.

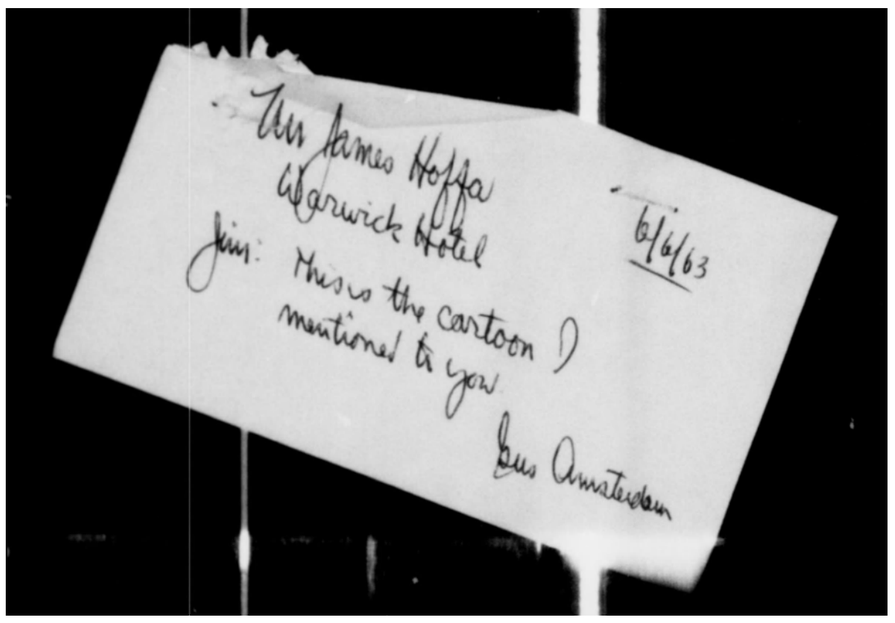
A big truck or a tractor-trailor is ~~still~~ the most glamorous of all vehicles to a boy, and a boy could see and learn more about America and its opportunities in that front row seat than he can in the best seat on a ~~plane~~ in a train or in a classroom.

I hope you see the merit of such a plan. I would be happy to expound and expand on this at your convenience and hope you can give it serious consideration.

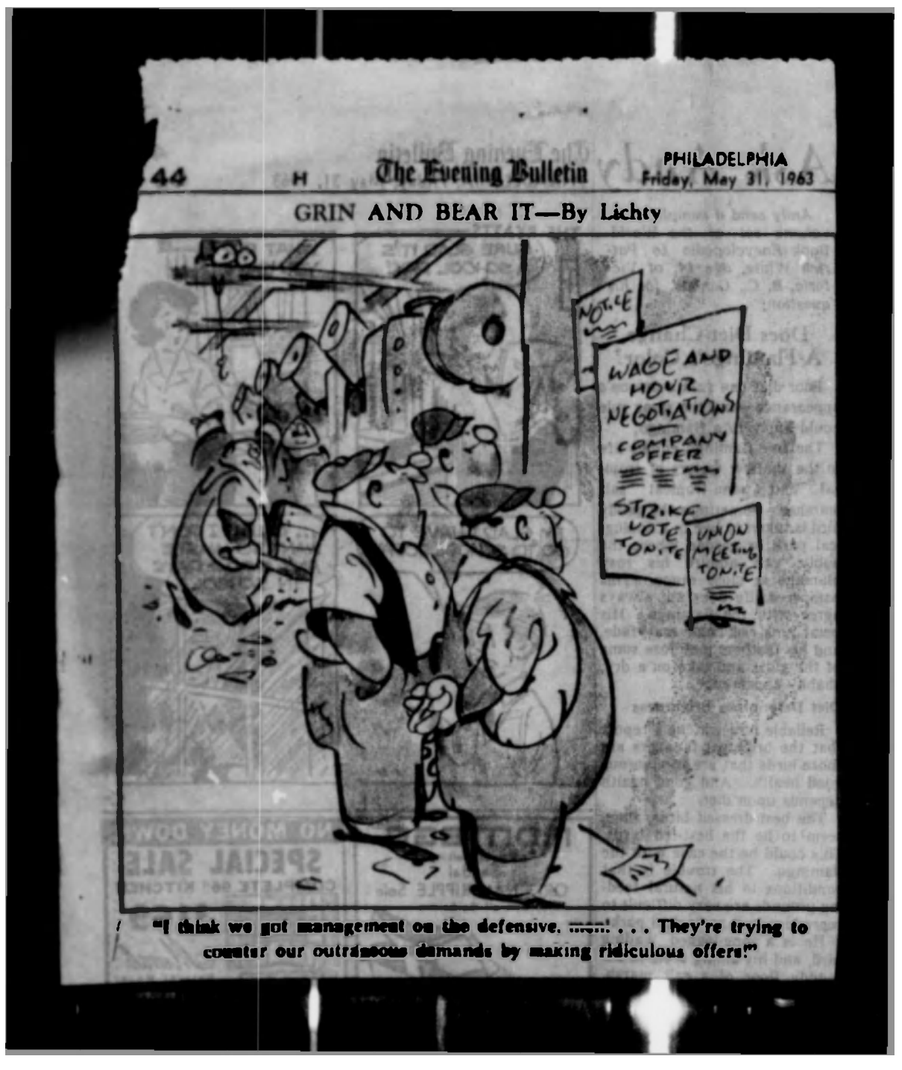
Very sincerely,

Edith Amsterdam

(Mrs. Albert J.)


Mr James Hoffa
Warwick Hotel
6/6/63
Jim: This is the cartoon I
mentioned to you
Bus Amsterdam

GRIN AND BEAR IT—By Lichty



"I think we got management on the defensive. m! . . . They're trying to counter our outrageous demands by making ridiculous offers!"

6/6/63

Mrs Irwin Hoffa
Warwick Hotel

Jim: This is the cartoon I mentioned to you

Love Amsterdam

ADMINISTRATIVE FILE
Amsterdam, Russ
X
X

44 M The Evening Bulletin PHILADELPHIA Friday, May 31, 1963

GRIN AND BEAR IT—By Lichty



"I think we got management on the defensive, men! . . . They're trying to counter our outrageous demands by making ridiculous offers!"